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ABSTRACT

This booklet, one of seven publications of the Vocational Education for Special Students (VESS) program, contains models developed at Iowa Central Community College for work experience instructors, vocational instructors, and school representatives to use in training programs for handicapped and disadvantaged students. The models provide training plans for the following 37 occupations: auction assistant, auto body repairer, bricklayer, cabinet maker apprentice, carpenter, carpet layer, cashier clerk, computer operator, cook, custodian/janitor/cleaner, darkroom technician/photographer assistant, day care helper, day care worker, electrician's helper, electrical appliance services, farm equipment mechanic, farm machinery set-up mechanic, floral designer, grain elevator clerk, grounds keeper, horticulture worker, housekeepers, laundry worker, library assistant, offset press operator, parts clerk, painter, plumber apprentice, retail sales persons, secretary, shipping and receiving clerk, short order cook, stock clerk, teacher's aide, waitress/waiter, wastewater treatment plant operator, and welder's helper. Each training plan includes a student evaluation form listing skills to be mastered with blanks to complete by the teacher/community contact, with competency tasks, performance standards, and knowledges necessary to complete the tasks. (KC)

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Model Occupational Training Plans and Job Specific Site Guides

Iowa Central Community College

and

Your Local School

Arrowhead Area Education Agency

CE035449

MODEL OCCUPATIONAL TRAINING PLANS AND JOB SPECIFIC SITE GUIDES

The models contained in this booklet are for use with the Vocational Education of Special Students Program (VESS) in Area V. The models were developed through a series of Department of Public Instruction Special Needs in-service grants awarded to Iowa Central Community College. Writing workshops were held with vocational faculty members and VESS project workers to develop these competency model training plans and guides.

The purpose is to provide material for Work Experience Instructors, vocational instructors and school representatives whose responsibility it is to develop a competency training program for the handicapped and disadvantaged student. These models are merely guides for use by the in/school vocational instructor or the community based personnel. The performance standards section of the job specific site guide should be considered on the basis that they are general in purpose. The personnel using these documents will need to pay special attention to the performance section of the guide when developing an actual site. As illustrated in these guides it is difficult to clearly articulate the standards whereby it is easy to determine if the student is demonstrating satisfactory performance. The difficulty in establishing standards does not decrease the need to establish them. Performance standards are a very vital part of a job specific site guide.

With the use of these models, actual training plans and job specific site guides can be developed in a shorter time for use with the particular student in a particular training station.

The occupations represented in these models are those that seem to be in demand by secondary special students for their training programs.

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Marvin Lewis
Director of Porgrams
for Handicapped
Director of Iowa Central
Industries

Summer 1982

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TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Auction Assistant

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Receive & store incoming merchandise to be auctioned		1 2 3	
2. Write assigned record numbers on tags & wire tags to articles		1 2 3	
3. Arrange articles into group lots, according to similiarity of type		1 2 3	
4. Assign lot & item numbers to grouped articles		1 2 3	
5. Record numbers on tags & in record book		1 2 3	
6. Call out lot & item numbers of articles being auctioned		1 2 3	
7. Hold or otherwise display article during bidding		1 2 3	
8. May also take buyer's number & call out to clerk		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Auction Assistant

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Receive and store incoming merchandise to be auctioned		- know unloading procedure - what area to unload it	- physical strength
2. Write assigned record numbers on tags and wire tage to articles	- legible writing - 100% accuracy in tagging articles	- know numbering system - where to find tags and wires - name to attach to articles	- legible handwriting
3. Arrange articles into group lots, according to similarity of type	- correctly grouped in own areas	- know groupings, such as appliances, furniture, art objects, kitchen wares, etc. - know correct area for placing of each group	
4. Assign lot and item numbers to grouped articles	- 100% accuracy	- know numbering system	
5. Record numbers on tags and in record book	- 100% accuracy - legibility	- know when to record - know where to record - know what to record	- legible writing
6. Hold up or otherwise display article during bidding	- must do quickly	- know what to hold up - know when to add item - know when to go to next item - display by ascending values	- must make judgement decisions quickly
7. Call out lot and item numbers of article auctioned	- 100% accuracy - must be heard by clerk	- know what info to call out - how loud to call to be heard	- accurately repeat names and numbers
8. May also take buyer's number and call out to clerk	- 100% accuracy - must be heard by clerk	- know what info to call out - how loud to call to be heard	- accurately repeat names and numbers

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Auto Body Repair

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
Examine damaged vehicle		1 2 3	
Estimate costs of repairs		1 2 3	
1. Assess damages		1 2 3	
2. Make cost estimate		1 2 3	
3. Determine actual cost		1 2 3	
Replace, Adjust and Install Trim and Accessories		1 2 3	
1. Remove/replace doors		1 2 3	
2. Remove/replace grill		1 2 3	
3. Remove/replace locks & latches		1 2 3	
4. Remove/replace exterior trim		1 2 3	
5. Remove/replace outside mirrors		1 2 3	
6. Remove/replace remote control outside mirrors		1 2 3	
7. Remove/replace weatherstrip		1 2 3	
8. Remove/replace interior trim		1 2 3	
9. Remove/replace vinyl tops		1 2 3	
10. Remove/replace headlamps		1 2 3	
11. Remove/replace parking & tail light assembles		1 2 3	
12. Align head lights		1 2 3	
13. Repair vinyl tops		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

(4)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Auto Body Repair (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
Metal Working Procedures		1 2 3	
1. Repair rust damage with fiberglass		1 2 3	
2. Repair rust damage with sheet metal		1 2 3	
3. Repair damage by using body filler		1 2 3	
4. Remove minor dents from sheet metal		1 2 3	
5. Remove major dents & damage from sheet metal		1 2 3	
6. Repair tears in sheet metal		1 2 3	
7. Repair damaged fiberglass with fiberglass		1 2 3	
8. Repair or replace partial weld-in panels		1 2 3	
9. Repair or replace complete weld-in panels		1 2 3	
10. Weld & cut metal with oxyacetylene equipment		1 2 3	
11. Braze & heat metal with exyacetylene equipment		1 2 3	
Aligning Body & Frame		1 2 3	
1. Repair or replace fuel tanks		1 2 3	
2. Check frame alignment		1 2 3	
3. Check unitized body alignment		1 2 3	
4. Straighten frames		1 2 3	
5. Straighten unitized bodies		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Auto Body Repair (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
Replace & Align Panels		1 2 3	
1. Align hood & deck panels		1 2 3	
2. Align doors		1 2 3	
3. Remove & replace bolt hinge doors		1 2 3	
4. Remove & replace doors with power assemblies		1 2 3	
5. Remove & replace bolt-in fenders		1 2 3	
6. Remove & replace weld-in fenders		1 2 3	
7. Remove & replace bolt-in radiator supports		1 2 3	
8. Remove & replace welded radiator supports		1 2 3	
9. Remove & replace hoods and deck lids		1 2 3	
10. Remove & replace door skins		1 2 3	
11. Remove & replace bolt-in wheel housing		1 2 3	
12. Remove & replace welded wheel housings		1 2 3	
13. Remove and replace quarter panels and fender extensions		1 2 3	
14. Align quarter panels & fender extensions		1 2 3	
15. Remove & replace front end clip		1 2 3	
Painting & Refinishing		1 2 3	
1. Clean & prepare repaired surfaces for painting		1 2 3	
2. Remove rust & paint		1 2 3	
3. Mask vehicles for painting		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN (6)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Auto Body Repair (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
4. Apply anti-corrosive materials		1 2 3	
5. Apply primer		1 2 3	
6. Spot paint solid colors		1 2 3	
7. Paint solid color panels		1 2 3	
8. Paint entire vehicles		1 2 3	
9. Spot paint & panel paint with metalic colors		1 2 3	
10. Apply compound & polish surfaces		1 2 3	
11. Clean & maintain spray guns		1 2 3	
Install Glass		1 2 3	
1. Remove & replace glue-in windshields & back glass		1 2 3	
2. Remove & replace stationary quarter windows		1 2 3	
3. Remove & replace rubber seals, windshield & back glass		1 2 3	
4. Remove & replace and adjust glass regulators		1 2 3	
5. Remove, replace & adjust moving glass		1 2 3	
6. Remove, replace windshield wiper assemblies		1 2 3	
7. Seal leaks & glue round all types of glass		1 2 3	
8. Seal leaks in rubber seal around all types of glass		1 2 3	
Shop Management		1 2 3	
1. Maintain & clean workplace		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Auto Body Repair

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Examine damaged vehicle		- Able to recognize damage	
2. Estimate costs of repairs a. assess damages b. make cost estimate c. determine actual cost	- 100% accuracy in Math, materials list and labor	- Read parts book for cost of parts -method of locating used auto parts -labor costs from parts book or by experience - Must know how labor costs are figured - Complete list of parts and materials	- Ability to recognize all damage
3. Replace, Adjust and Install Trim and Accessories a. Remove/replace doors b. Remove/replace grill c. Remove/replace locks and latches d. Remove/replace exterior trim e. Remove/replace outside mirrors f. Remove/replace remote control outside mirrors g. Remove/replace weather-strip h. Remove/replace interior trim i. Remove/replace vinyl tops j. Remove/replace head lamps k. Remove/replace parking and tail light assemblies l. Align head lights m. Repair vinyl tops	- Must open & shut properly - Should be snug - Must be adjusted so they operate properly - Must be correctly placed and straight - Must be correctly placed - Window must operate correctly - Must be tight - Must be cut and fitted very accurately - Must be correctly placed without wrinkles - High & low beams must be correctly aligned	- Know how to adjust hinges - Where to locate bolts - Held with clips & screws - May be clipped, screwed or glued - Correct kind of adhesive - Screwed or clipped in place - Know how to put cable through inside of door and back up - How to use special weatherstrip adhesive - Headliner may go to upholstery ship - Carpets, etc., should be cut using old piece as pattern and bolted in - Use of special adhesive-may be done at a specialty shop - Headlamps held by screws - Unbolt and replace parking and tail lights - Adjust head lights by focusing on a wall	- How to manipulate screw driver, bolts and screws - Instructions on container of weatherstrip - Screwdriver size and kind

SKILL TRAINER _____ SPECIFIC OCCUPATION Auto Body Repair (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
4. Metal Working Procedures a. Repair rust damage with fiberglass -prepare by cutting out metal with shears -grind edges -replace with fiberglass mesh -mix fiberglass and catalyst and apply -when dry, grind again b. Repair rust damage with sheet metal c. Repair damage by using gody filler d. Remove minor dents from sheet metal e. Remove major dents and damage from sheet metal f. Repair tears in sheet metal g. Repair damaged fiberglass with fiberglass h. Repair or replace partial weld-in panels i. Repair or replace complete weld-in panels j. Weld & cut metal with oxyacetylene equipment k. Braze & heat metal with oxyacetylene equipment	- Must insure a good surface - Must be mixed correctly - Must be smooth - Must have good contact between metal and fiberglass mesh - Metal must be red hot without melting	- How to mix fiberglass and catalyst - Prep by cutting out metal with shears-grind edges to insure good surface-replace with fiberglass mesh-mix fiberglass and catalyst and apply-when dry, grind again - How to -cut away bad part with shears -grind area -tack weld sheet metal on - How to mix hardner and filler and apply it - How to use a dent puller or body hammers - May make judgement to replace with sheet metal - Know how to weld with oxyacetylene equipment and finish - Use of pnuematic equipment and oxyacetylene torches - Welding techniques -knowledge of metals to avoid stretching - Solder & brazing methods	- Use of shears - Use of grinder - How to mix fiberglass and catalyst and apply - How to weld with oxyacetylene torch -use of grinder -use of shears - Use of hand tools - Knowledge of metal thickness and amount of force to apply - Brass rod acts like glue

SKILL TRAINER _____ SPECIFIC OCCUPATION Auto Body Repair (cont.)

DOING | KNOWING

COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
5. Aligning Body & Frame a. Repair or replace fuel tanks b. Check frame alignment c. Check unitized body alignment d. Straighten frames e. Straighten unitized bodies	- Must be snug	- Bolted in with 2 straps - Use of frame machine	- May be sub-let to a specialty shop
6. Replace & Align Panels a. Align hood & deck panels b. Align doors c. Remove & replace bolt hinge doors d. Remove & replace doors with power assemblies e. Remove & replace bolt-in finders f. Remove & replace weld-in fenders g. Remove & replace bolt-in radiator supports h. Remove & replace welded radiator supports i. Remove & replace hoods and deck lids j. Remove & replace door skins k. Remove & replace bolt-in sheel housing 1. Remove & replace welded wheel housings m. Remove & replace quarter panels and fender extensions	- Tack weld every inch - Door must be correctly positioned so door fits - Door must open and shut currectly - Must be aligned so window operates correctly - Must fit so edges match	- Use of C clamps, pop rivets, and tack weld - How to adjust hinges - Hinge & adjust bolts - How to position electrical wires - Sometimes power units can be switched to a different door - Use of body shims - How to bolt and adjust - Use of oxyacetylene welder - How to use proper welder - Bolt and adjust in slotted holes	- Usually done by trial and error - Start all screws before tightening - Holes pre-drilled

SKILL TRAINER _____ SPECIFIC OCCUPATION Auto Body Repair (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
n. Align quarter panels & fender extensions o. Remove & replace front end clip			
7. Painting & Refinishing			
a. Clean & prepare repaired surfaces for painting b. Remove rust & paint c. Mask vehicles for painting d. Apply anti-corrosive materials e. Apply primer f. Spot paint solid colors g. Paint solid color panels h. Paint entire vehicle i. Spot paint & panel paint with metalic colors j. Apply compound & polish surfaces k. Clean & maintain spray guns	- Must remove all wax and oil - Must be cleaned to bare metal - Must be taped so 100% of protected area is covered and 0% of area to be painted - Primer must be even - Solid colors must be even-use 3 separate coats - Metalic must be evenly disbributed	- Use of solvent - Use of air compressor - Use of air sander, hand sander or sand blaster - Know what to protect such as hardware, window operating equipment and trim - Use of spray gun - Spray painting techniques - Method of mixing paint - Consideration of atmospheric conditions - How to match colors - Use of lacquer- how to hand or machine buff - Procedures for cleaning spray gun	- Instructions on containers - Don't oil spray gun, clean with lacquer thinner
8. Install Glass			
a. Remove & replace glue-in windshields and back glass b. Remove & replace stationary quarter windows	- Must be right the first time - Must operate correctly	-Use of piano wire to saw out - Use of windshield replacement kit - Use of tool to remove rubber seals	- Requires 2 people - Must take inside of door apart

SKILL TRAINER _____ SPECIFIC OCCUPATION Auto Body Repair (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
c. Remove & replace rubber seals in windshield and back glass d. Remove & replace & adjust moving glass e. Remove, replace and adjust glass regulators f. Remove, replace windshield wiper assemblies g. Seal leaks & glue around all types of glass h. Seal leaks in rubber seal around all types of glass		- Moving glass must be bolted in and adjusted at bottom - Use of special tool that pops clip off and on - How to pop off wiper and arm - Use of windshield adhesive	
9. Shop Management a. Maintain & clean workplace	- Must be done daily	- How to oil air tools - Location and use of brooms, trash cans, etc.	

TRAINING PLAN

(12)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Bricklayer

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Figures amount of material, supplies, equipment and labor to estimate cost		1 2 3	
2. Orders materials		1 2 3	
3. Lays out work by measuring distances from reference points and by marking guidelines on the working surface		1 2 3	
		1 2 3	
4. Lays a soft bed of mortar to be used as base and binder for the block		1 2 3	
5. Finishes mortar between brick		1 2 3	
6. Breaks bricks to fit in small places		1 2 3	
7. Determines the vertical and horizontal alinement of the erection		1 2 3	
8. Fastens brick or terra cotta veneer to the surface of structures		1 2 3	
9. May weld metal parts to steel structures		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Bricklayer

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Figures amount of material, supplies, equipment and labor to estimate cost	- Accurate measurements and cost figures	- Must be able to read a blueprint to determine the type of material and amount needed to complete the job - Must be able to figure cost given prices and measurements	- Basic math skills - Know where to go to obtain accurate cost figures
2. Orders materials	- Necessary materials must arrive on time for job completion as stated in the plans and specifications	- Knowledge of job schedules and deadlines - Know how to place an order with a salesperson on an order form	- Communication skills - Legible handwriting and/or typing skills
3. Lays out work by measuring distances from reference points and by marking guidelines on the working surface	- To architect's or construction foreman's approval	-Must be able to read a tape measure - Must have knowledge of measurement - Must have knowledge of the dimensions for masonry openings (heights & widths)	- Basic measurement skills (1/16th of an inch) - Protective head gear may be required - Must have physical strength to haul materials
4. Lays a soft bed of mortar to be used as base and binder for the block	- To architect's or engineer's approval	- Must be able to use a trowel	
5. Finishes mortar between brick	- To architect's or engineer's approval	- Knows how to finish mortar between brick using a pointing tool or trowel	
6. Breaks bricks to fit in small places	- The fit is snug and even	- Uses an edge of a trowel or a brick hammer to break bricks	- Must have physical strength and manual dexterity
7. Determines the vertical and horizontal alinement of the erection	- The erection is level and even	- Knows how and when to use a plumb bob, gageline and a level	

SKILL TRAINER _____ SPECIFIC OCCUPATION Bricklayer (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
8. Fastens brick or terra cotta veneer to the surface of structures	- To architect's or engineer's approval	- Knows how to use the wires embedded in mortar between breaks or in anchor holes in veneer brick when fastening	
9. May weld metal parts to steel structures	- To architect's or engineer's specification	- Must have skill and knowledge of how to weld parts to steel structures	- Must know safety factors that go along with welding

TRAINING PLAN

(15)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Cabinet Maker Apprentice.

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Studies blueprints or drawings of articles to be constructed or repaired		1 2 3	
2. Figures amount of material, supplies, equipment and labor to estimate cost.		1 2 3	
3. Orders materials		1 2 3	
4. Reads and follows a sequential plan for the cutting and assembly process		1 2 3	
5. Marks the outline or dimensions on paper or wood products as indicated on the blueprint or drawing specifications		1 2 3	
		1 2 3	
6. Matches materials for color, grain or texture		1 2 3	
7. Sets up and operates woodworking machines to cut and shape parts from wood		1 2 3	
8. Trims parts of joists to insure a snug fit		1 2 3	
9. Bores holes for insertion of screws or dowls by hand or by using a boring machine		1 2 3	
10. Glues, fits, and clamps parts together to form a complete unit		1 2 3	
11. Drives nails or other fasteners into joists for reinforcement		1 2 3	
12. Sands and scrapes surfaces to prepare for finishing		1 2 3	
13. May dip, brush, or spray the assembled article with stain, varnish or paint		1 2 3	
14. May install hardware such as hinges, latches and drawer handles		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Cabinet Maker Apprentice.

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Studies blueprints or drawings of articles to be constructed or repaired	- To cabinet maker's criterion level	- Must be able to read blueprints	- Must be familiar with safety codes
2. Figures amount of material, supplies, equipment and labor to estimate cost	- Accurate measurements and cost figures	- Must be able to read a blueprint to determine the type of materials required - Must be able to figure cost given prices and measurements	- Basic math skills - Know where to go to obtain accurate cost figures
3. Orders material	- Necessary materials must arrive on time for job completion as stated in the plans and specification	- Knowledge of job schedules and deadlines - Know how to place an order with a salesperson or on an order form	- Communication skills - Legible handwriting and/or typing skills
4. Reads and follows a sequential plan for the cutting and assembly process	- Accurately follows the plan for cutting and assembling the material	- Must be able to read and follow directions in sequence	- Basic reading skills
5. Marks the outline or dimensions on paper or wood products as indicated on the blueprint or drawing specifications	- Precise and legible markings	- Must know how to use a tape measure and read blueprints	- Basic measurement skills
6. Matches materials for color, grain or texture	- To cabinet maker's satisfaction	- Must be familiar with different wood species and qualities	
7. Sets up and operates woodworking machines to cut and shape parts from wood	- Safety and accuracy are the performance standards	- Must know how and when to use a power saw, a joister, a mortiser, a tenoner, a molder, and a shaper	- Must have the physical strength to manipulate the woodworking machine
8. Trims parts of joists to insure a snug fit	- Joists fit snugly	- Must know how and when to use handtools such as planes, chisels, and wood files.	

SKILL TRAINER _____ SPECIFIC OCCUPATION Cabinet Maker Apprentice (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
9. Bores holes for insertion of screws or dowls by hand or by using a boring machine	- Screws may be inserted properly	- Must be able to use a boring machine	
10. Glues, fits, and clamps parts together to form a complete unit	- To cabinet maker's satisfaction	- Must be able to use clamps and a clamping machine	
11. Drives nails or other fasteners into joists for reinforcement	- To cabinet maker's satisfaction	- Must be able to use the appropriate tools skillfully	
12. Sands and scrapes surfaces to prepare for finishing	- Surfaces are smooth and free from dust or dirt	- Must be able to hand or machine sand the surfaces smooth - Must know which type of sandpaper to use for different surfaces	
13. May dip, brush, or spray the assembled article with stain, varnish or paint	- To cabinet maker's satisfaction	- Must be able to read and follow product instructions - Must know the various techniques for application	- Basic reading skills
14. May install hardware such as hinges, latches, and drawer handles	- To cabinet maker's satisfaction	- Must be able to read specifications to know where to install the hardware - Must know how to care for the finished product	- Basic reading skills

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Carpenter

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Prepare Building Site		1 2 3	
a. Read blueprints & building codes		1 2 3	
b. Site selection		1 2 3	
c. Site preparation:		1 2 3	
1. set up & adjust builders level		1 2 3	
2. read leveling rod		1 2 3	
3. perform leveling jobs		1 2 3	
d. Site layout:		1 2 3	
1. erect batter boards		1 2 3	
2. layout building lines		1 2 3	
3. square a building		1 2 3	
- 3-4-5 rule		1 2 3	
- diagonal		1 2 3	
e. Form footings, stemwalls, slabs		1 2 3	
1. layout a footing		1 2 3	
2. construct footing forms		1 2 3	
3. construct stemwall forms		1 2 3	
4. construct slab forms		1 2 3	
5. remove & store forms		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Carpenter (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
2. Install Flooring System		1 2 3	
a. Layout & install sill & floor joists		1 2 3	
b. Install bridging		1 2 3	
c. Lay sub flooring		1 2 3	
3. Wall & Partition Framing		1 2 3	
a. Layout wall & partition locations on floor		1 2 3	
b. Cut studs, trimmers, cripples & headers to length		1 2 3	
c. Build corners, "T's," & headers		1 2 3	
d. Lay off & assemble wall sections		1 2 3	
e. Install sheathing		1 2 3	
f. Lay out & install ceiling joists		1 2 3	
g. Install windows		1 2 3	
h. Install exterior door frames & hang doors		1 2 3	
4. Roof Framing		1 2 3	
a. Lay off rafter locations		1 2 3	
b. Lay out, cut & erect rafters		1 2 3	
c. Apply roof sheathing		1 2 3	
5. Roofing Materials & Application		1 2 3	
a. Installation of flashing		1 2 3	
b. Application of standard wood shingles		1 2 3	

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WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Carpenter (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
c. Application of shakes & junior shakes		1 2 3	
d. Application of asphalt shingles		1 2 3	
6. Exterior Wall Covering & Trim		1 2 3	
a. Build a horizontal box cornice		1 2 3	
b. Apply wood siding		1 2 3	
7. Thermal Insulation		1 2 3	
a. Install insulation		1 2 3	
8. Dry Wall		1 2 3	
a. Install gypsum wallboard		1 2 3	
b. Conceal joints & fasteners		1 2 3	
9. Stair Construction		1 2 3	
a. Lay out, cut & assemble a housed stair		1 2 3	
10. Door Hanging & Trim		1 2 3	
a. Install interior door frame & hang & lock doors		1 2 3	
b. Trim & case a window		1 2 3	
c. Case a door		1 2 3	
11. Cabinets & Built Ins		1 2 3	
a. Construct a base cabinet		1 2 3	
b. Construct a wall cabinet		1 2 3	
c. Cut & install plywood lipped doors		1 2 3	

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2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Carpenter (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
d. Build & install drawers		1 2 3	
e. Build a linen closet		1 2 3	
12. Paneling		1 2 3	
a. Install paneling directly to studs		1 2 3	
13. Flooring		1 2 3	
a. Lay hardwood strip flooring		1 2 3	
b. Install underlayment		1 2 3	
c. Lay resilient tile		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
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		1 2 3	
		1 2 3	
		1 2 3	

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3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Carpenter

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Prepare Building Site a. Read blue prints & building codes		- terms & definitions - types of architectural drawings - alphabet of lines - symbols - architect's scale - items included in a set of specifications - specifications & schedules - building codes	- basic math skills
b. Site selection		- terms & definitions - surface aspects that influence selection of a building site - services that influence the selection of a building site - zoning restrictions that influence selection of a building site - purpose of zoning restrictions	
c. Site preparation 1. set up & adjust the builder's level 2. read leveling rod 3. perform leveling jobs	- Leveling must be within 1/100 of a foot	- terms & definitions - building permits - factors that affect location of a building on a site - use of a builder's level - use of a leveling rod	
d. Site layout 1. erect batter boards 2. layout building lines 3. square a building -3-4-5 rule -diagonal	- Batter boards within 4' of building lines - Tops of ledger lids within 1/100' of same elevation - Layout of building lines within ½" of exact side in-set & front set-back	- terms & definitions - local regulations - location of services - existing trees & shrubs - shape of terrain - datum used in laying out building lines - minimal allowable distance from side boundaries	

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SKILL TRAINER _____ SPECIFIC OCCUPATION Carpenter (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
		- minimum allowable distance from rear of property - easements - building size - grade & location of bench mark - orientation of building on lot - methods of squaring a building - purpose of batter boards	
e. Forming footings, stemwalls, slabs	- square within 1/8"	- terms & definitions - purpose of the forms - parts of the form - styles of footings - parts of a foundation - methods of form construction	Use of: - sledge hammer - claw hammer - handsaw or electric saw - builder's level - heavy cord - 100 ft. tape - 12' or 16' tape
1. layout a footing	- within ¼"		
2. construct footing forms	- within ¼"		
3. construct stemwall forms	- within ¼"		
4. construct slab forms	- within ¼"		
5. remove & store forms	- to satisfaction of foreman		
2. Install Flooring System			Basic math skills
a. Lay out & install sill & floor joists	- 1/8" of square diagonally - joist 4'0.C.± 1/8"	- terms & definitions - framing styles - floor & sill framing members - sill sealer - termite shield - methods of fastening sills to foundation walls - bridging - beams or girders - subflooring - fasteners - material estimating	Use of: - electric handsaw - electric hand drill - 5/8" flat bit - tin snips - claw hammer (16 oz.) - framing square - level - 100' tape - 12' or 16' tape - saber saw - 12" adjustable wrench - nails

SKILL TRAINER _____ SPECIFIC OCCUPATION Carpenter (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
b. Install bridging	- 1" deviation from straight line joist 4'0.C.± 1/8"		Use of: - radial arm saw - framing square - claw hammer (16 oz.) - 12' or 16' tape
c. Lay subflooring	- 1/8" deviation - splices on joists - nails in joists		Use of: - electrical handsaw - electric hand drill - assorted flat lists - claw hammer (16 oz.) - framing square - 12' or 16' tape - saber saw
3. Wall & Partition Framing			Basic math skills
a. Layout wall & partition locations on floor	- ± 1/8" of specifications	- terms & definitions - wall & partition framing members - types of corners - types of "T's" - compute length of the regular stud - compute length of trimmers for window & door rough openings - types of sheathing - estimating wall framing materials	Use of: - chalk line & reel - 100' tape - 12' or 16' tape - floor plan - claw hammer - 16d nails
b. Cut studs, trimmers, cripples, & headers to length	- ± 1/16" of exact length		Use of: - radial arm saw with extensions - 12' or 16' tape - claw hammer
c. Build corners, "T's", & headers	- ± 1/16" of being flush & square		Use of: - claw hammer (16 oz.) - electric handsaw

SKILL TRAINER _____ SPECIFIC OCCUPATION Carpenter (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
d. Lay off & assemble wall sections	- ± 1/8" of 4'O.C.		Use of: - framing square - 100' tape - 12' or 16' tape marked 16 in. on center - electric handsaw - claw hammer - 4' level - pencil
e. Install sheathing	- all breaks & nails on studs with staggered joints		Use of: - electric handsaw - 12' or 16' tape - claw hammer (16 oz.) - framing square - chalk line & reel - straight edge
f. Lay out & install ceiling joists	- 1/8" of square diagonally - joist 4'O.C. ± 1/8"		Use of: - 100' tape marked 16"O.C. - 12' or 16' tape - claw hammer - electric handsaw - hatchett - framing square
g. Install windows	- square & plumb		Use of: - 3' or 4' level - claw hammer - nail set
h. Install exterior door frames & hang doors	- square & plumb		Use of: - 6' level - claw hammer - framing square - butt gauge for 4" butts - wood chisle - boring jig (mortising jig)

(25)

SKILL TRAINER _____ SPECIFIC OCCUPATION Carpenter (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
4. Roof Framing		- terms & definitions - roofing members - roof styles - roof framing units - methods for determining rafter lengths - how to compute length of common rafter - how to compute length of a hip rafter - how to compute length of jack rafters - how to estimate roof framing materials	Basic math skills Use of: - 100' tape - framing square
a. Lay off rafter locations	- 4"O.C. ± 1/8"		
b. Lay out, cut and erect rafters	- 4'O.C. ± of flush with top of ridge no more than ¼" gap at heel of birds-mouth crown up ± 1/8" in length of tails - 1/8" of plumb		Use of: - 100' tape - framing square - 12' or 16' tape - claw hammer - electric handsaw - crosscut handsaw - use of framing square
c. Apply roof sheathing	- splices on rafters - ± 1/8" variation at gable - nails into rafters		Use of: - electric handsaw - claw hammer - steel tape - chalk line & reel
5. Roofing Materials & Application		- terms & definitions - purposes of a roof - roofing members - types of roofs - types & grades of roofing materials - material estimating - roofing fasteners for shingle types	Basic math skills
a. Installation of flashing	- ± ½" of specifications		Use of: - flashing material - tin snips - folding rule or 12' tape - claw hammer - nails
b. Application of standard wood shingles	- ¼" spacing - head joints no closer than 1½" - ± 1/8" of same exposure		Use of: - shingles - nails - scaffolding - shingling hatchet - ridge shingles - chalk line - folding rule or 12' tape

SKILL TRAINER _____ SPECIFIC OCCUPATION Carpenter (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
c. Application of shakes & junior shakes	- ± ½" of manufacturers spec. on feet		Use of: - building paper - 30# - shakes - nails - scaffolding - shingling hatchet - ridge shakes - chalk line - folding rule or 12' tape
d. Application of asphalt shingles	- stagger joints ± 1/8" same exposure		Use of: - building paper 15# - shingles - nails - scaffolding - shingling hatchet - ridge shingles - chalk line - shingle knife - folding rule or 12' tape
6. Exterior Wall Covering & Trim		- terms & definitions - styles of cornice	Basic math skills
a. Build a horizontal box cornice	- no exposed joints with a gap no greater than 1/16"	- parts of cornice - types of cornice molding - exterior wall coverings - styles of siding - material estimating	Use of: - radial arm saw - framing square - steel tape - claw hammer - 4' level - crosscut handsaw - chalk line & reel - sawhorses - planks to walk on

SKILL TRAINER _____ SPECIFIC OCCUPATION Carpenter (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
b. Apply wood siding	- no exposed joints with a gap greater than 1/16" - ± 1/16" of level or plumb on 4'		Use of: - radial arm saw - crosscut hand saw - electric handsaw - 16 oz. claw hammer - chalk line & reel - steel tape (12' or 16') - saw horses & planks - framing square - tri square
7. Thermal Insulation a. Install insulation	- no voids or gaps - stapled every 6" + 1"	- terms & definitions - insulating material - forms of insulation - transmission of heat - purpose of thermal insulation - places where thermal insulation is used in a residence - estimating amount of heat or blanket insulation needed	Basic math skills Use of: - knife - stapler - claw hammer - tape measure - straight edge
8. Dry Wall a. Install gypsum wallboard	- ¼" maximum gap	- terms & definitions - standard sizes of gypsum wallboard - standard edges of gypsum wallboard - advantages of using gypsum wallboard - estimate amount of gypsum wallboard needed to finish interior walls & ceilings	Basic Math skills Use of: - drywallers hatchet - 12' or 16' steel tape - nail pouch - utility knife - straight edge 4' - compass saw - wallboard jack - ceiling "T's"
b. Conceal joints & fasteners	- feathered edges - smooth		Use of: - 3" broad knife (joint knif - 6" broad knife (joint knif - 12" plaster trowel - ½" electric drill with mixer - joint cement - perforated tape - abrasive paper grit(220-3

(28)

SKILL TRAINER _____ SPECIFIC OCCUPATION Carpenter (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
9. Stair Construction a. Lay out, cut & assemble a housed stair	- ± 1/8" on layout - treads & risers fit tight at points of contact	- terms & definitions - unit rise & unit run - parts of a staircase - types of stairs - calculate number of risers & treads for a stair - factors to be considered in building a staircase - material for estimating a housed stair	Basic math skills Use of: - 12' or 16' tape - framing square - electric handsaw - crosscut handsaw - 3' or 4' level - claw hammer (16 oz.) - stair gauge clamps
10. Door Hanging & Trim a. Install interior door frame & hang & lock doors	- square & plumb with all joints tight	- terms & definitions - parts of interior door unit - types of interior door construction - hand of a door - dimension of interior doors & frames - parts of a window installation - joints - molding - types of doors according to installation - material estimating	Basic math skills Use of: - levels (2' & 4') - framing square - electric hand drill(3/8") - claw hammer (13 oz.) - wood chisle - router with mortizing bit - door hanging kit - boring jig - nail set (1/16") - block plane - screwdriver - jointer or power plane - butt marker
b. Trim & case a window	- square & plumb with all joints tight		Use of: - radial arm saw with finishing blade - miter saw - crosscut saw - claw hammer - tri square - 12' or 16' tape - jointer - nail set (1/16")

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SKILL TRAINER _____ SPECIFIC OCCUPATION Carpenter (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
c. Case a door	- square & plumb with all joints tight		Use of: - miter saw - 12' or 16' tape - claw hammer (13 oz.) - nail set (1/16")
11. Cabinets & Built-Ins			
a. Construct a base cabinet	- square & plumb with all joints tight	- terms & definitions - parts of a cabinet - species of hardwood commonly used - types of hardwood plywood construction - grades of hardwood plywood - types of cabinet doors - cabinet hardware - common hardware - common cabinet making joints - commonly used cabinet top materials	Basic math skills Use of: - radial arm saw combination blade plywood blade - saber saw - framing square - 4' level - claw hammer (13 oz.) - tape measure - jointer
b. Construct a wall cabinet	- square & plumb with all joints tight		Use of: - radial arm saw combination blade plywood blade dado head - jointer - framing square - 4' level - claw hammer (13 oz.) - 12' or 16' tape
c. Cut & install plywood lipped doors	- square & plumb with all joints tight		Use of: - radial arm saw plywood blade - jointer - 12' or 16' tape - nail set - automatic screwdriver - or screw gun - claw hammer

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SKILL TRAINER _____ SPECIFIC OCCUPATION Carpenter (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
d. Build & install drawers	- square & plumb with all joints tight		Use of: - radial arm saw plywood blade dado head - jointer - claw hammer (13 oz.) - 12' or 16' tape - tri square
e. Build a linen closet	- square & plumb with all joints tight		Use of: - radial arm saw - jointer - framing square - 4' level - claw hammer (13 oz.) - 12' or 16' tape - nail set
12. Paneling a. Install paneling directly to studs	- ± 1/16" of specifications	- terms & definitions - styles of paneling - methods of joint treatment - wall surface preparation for paneling - methods of fastening paneling to a wall - material estimating	Basic math skills Use of: - radial arm saw - saber saw - block plane - claw hammer (13 oz.) - 12' or 16' tape - framing square - scribe - tri square
13. Flooring a. Lay hardwood strip flooring	- straight with joints tight	- terms & definitions - kinds of flooring materials - types of wood flooring - types of resilient flooring - forms of resilient flooring - types of underlayment	Basic math skills Use of: - radial arm saw - claw hammer - nail set - portable power nailer - 12' or 16' tape - chalk line & reel - utility knife - tri square

SKILL TRAINER _____ SPECIFIC OCCUPATION Carpenter (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
b. Install underlayment	- 1/8" maximum gap - splice on joist - stagger joints - nails on joist		Use of: - electric handsaw - claw hammer (16 oz.) - chalk line & reel - utility knife - framing square - straight edge - putty knife
c. Lay resilient tile	- straight & tight		Use of: - adhesive spreader - chalk line & reel - framing square - linoleum knife - tile cutter - propane torch

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Carpet Layer

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Figures amount of material needed and estimates cost		1 2 3	
2. Orders materials		1 2 3	
3. Measures and cuts carpet according to size noted on floor plans		1 2 3	
4. Cuts and trims carpet to fit along wall edges, openings, projections and around plumbing fixtures and pipes		1 2 3	
		1 2 3	
5. Sews or tapes carpet sections together by hand		1 2 3	
6. Lays carpet and rugs		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Carpet Layer

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Figures amount of material needed and estimates cost	- Accurate measurements and cost figures	- Must be able to measure and figure area given a blueprint or by using a tape measure - Must be able to figure cost given the area and price of materials	- Basic math skills - Know where to go to obtain accurate cost figures
2. Orders materials	- Necessary material must arrive at specified time	- Knowledge of job schedules and deadlines - Know how to order from a salesperson and/or on an order form	- Communication skills - Legible handwriting and/o typing skills
3. Measures and cuts carpet according to size noted on floor plans	- To owner or architects approval	- Must be able to use and accurately read a tape measure - Must be able to read blueprints - Must be able to safely and skillfully use the proper carpet installation tools	- Must have manual dexterit to use carpet installatio tools
4. Cuts and trims carpet to fit along wall edges, openings, projections and around plumbing fixtures and pipes	- To owner or architects approval	- Know procedure for cutting carpet to fit plush - Must be able to safely and skillfully use the proper carpet installation tools	- Must have manual dexterit to use carpet installatio tools
5. Sews or tapes carpet sections together by hand	- Seams must be placed to industry standards	- Must be able to safely and skillfully use the proper carpet installation tools - Know industry standards regarding seam placement	- Must have manual dexterit to safely use carpet installation tools
6. Lays carpet and rugs	- To owner or architects approval	- Must know the proper location for each roll of carpet - Must know procedure for laying carpet and rugs - Must know which tools to use - Must be able to safely and skillfully use an iron and stretcher	- Must have physical strength to manipulate rolls of carpet safely

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Cashier Clerk

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Receives cash or checks from customers and employees in person or by mail.		1 2 3	
2. Completes credit card charge transactions for customers using charge plate.		1 2 3	
3. Counts money to verify amounts and issues receipts for funds received.		1 2 3	
4. Issues change and cashes checks.		1 2 3	
5. Compares totals on cash register with amount of currency in register to verify balance.		1 2 3	
6. Endorses checks and totals along with cash for bank deposits.		1 2 3	
7. Prepares bank deposit slips.		1 2 3	
8. Posts data to accounts and balances receipts and disbursements.		1 2 3	
9. Operates office machines, such as a typewriter, calculator, bookkeeping and check writing machines.		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Cashier Clerk

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Receives cash or checks from customers and employees in person or by mail.	- Collects the correct amount of money	- Must be able to count money accurately. - Must be familiar with the check writing process.	- All aspects of this occupation requires honesty. - Basic math skills
2. Completes credit-card charge transactions for customers using charge plate.	- Must be accurate and legible	- Must be familiar with the necessary procedures and forms. - Must check the customer's identification, credit rating, and the card's expiration date. - Must have legible handwriting skills.	- Basic understanding of credit card usage
3. Counts money to verify amounts and issues receipts for funds received.	- Receipts are filled out accurately and to customer's satisfaction	- Must be able to count money accurately. - Must be familiar with the receipt form and be able to fill it out accurately and legibly.	- Basic math skills
4. Issues change and cashes checks.	- Must be accurate	- Must be able to count money and make change accurately. - Needs to check customer's identification. - Must know the procedure for handling bad checks.	- Basic money skills
5. Compares totals on cash register with amount of currency in register to verify balances.	- Must be accurate	- Must know how to count money. - Knowledge of how to balance a cash register. - Must be able to add and check figures. - May need to operate a calculator or adding machine.	- Basic money and addition skills
6. Endorses checks and totals cash along with checks for bank deposit.	- Checks must be correctly endorsed and bank deposit complete and accurate	- Must know how to correctly endorse checks. - Must be able to add columns of numbers. - May need to operate a calculator and/or an adding machine.	- Basic math and banking skills

SKILL TRAINER _____ SPECIFIC OCCUPATION Cashier Clerk (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
7. Prepares bank deposit slips.	- Must be accurate and legible	- Knowledge of the proper form to use and procedure to follow to prepare deposit slips. - Must be able to print neatly and legibly. - Must be able to add columns of numbers.	- Basic math and banking skills.
8. Posts data to accounts and balances receipts and disbursements.	- Data must be posted on the correct accounts	- Must be able to locate the customer's account card either alphabetically or by number. - Knowledge of the procedure to use to post payments on accounts.	- Basic accounting procedures
9. Operates office machines, such as a typewriter, calculator, bookkeeping and check-writing machines.	- Must be free from errors	- Skill and accuracy in operating office machines is necessary.	- Manual dexterity to operate office machines

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Computer Operator

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Set control switches on		1 2 3	
a. computer		1 2 3	
b. external memory		1 2 3	
c. data communicating equipment		1 2 3	
d. syncronizing		1 2 3	
e. input recording or display device		1 2 3	
f. output recording or display device		1 2 3	
g. to integrate and operate equipment according to program & data requirements		1 2 3	
2. Select and load input and output units with:		1 2 3	
a. tapes		1 2 3	
b. punchcards		1 2 3	
c. printed forms		1 2 3	
for operating runs.		1 2 3	
3. Clear system & start operation of equipment		1 2 3	
4. Observe machine & control panel on computerconsole for:		1 2 3	
a. error lights		1 2 3	
b. verification printouts & error messages		1 2 3	
c. machine stoppage		1 2 3	
d. faulty output		1 2 3	
5. Enter alternate commands into computer console to correct error & resume operations		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Computer Operator (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
6. Clear unit at end of operating run		1 2 3	
7. Review schedule to determine next assignment		1 2 3	
8. Record operating & down time		1 2 3	
9. Wire control panels of peripheral equipment		1 2 3	
10. Control computer to provide input or output service for another computer under instructions from operator of that unit		1 2 3	
		1 2 3	
11. Operate small scale computer & related on line or off line equipment		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
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		1 2 3	
		1 2 3	

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WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Computer Operator

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Set control switches on: a. computer b. external memory c. data communicating equipment d. syncronizing e. input recording or display devices f. output recording or display devices -to integrate & operate equipment according to program & data requirements.	- manual specifications - must meet specified written operating instructions	- where the switches are - correct setting - background of communication equipment - what format the data is entered in - knowledge of the job control language -how many copies -where you want the job to execute -how many memory tracks -print on special forms - how to interpret program & data requirements	- able to read operator's manual
2. Select & load input & output units with a. tapes b. punchcards c. printed forms -for operating runs	- loaded correctly according to job needs	- which programs to run - how to enter into computer - how to load the printer with paper or other special forms -checks -2 or 4 part paper - how to load tapes, disc packs or punchcards	
3. Clean system and start operation of equipment	- so equipment operates correctly	- which switches to move	- instructions in operator's manual

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SKILL TRAINER _____ SPECIFIC OCCUPATION Computer Operator (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
4. Observe machine & control panel on computer console for: a. error lights b. verification printouts & error message c. machine stoppage d. faulty output	- must be correct - program must run correctly	- how to read operator's manual for simple problems - what to do to correct: - what error light indicates who to call when light is on - how to read reports to determine errors - how to troubleshoot simple problems - who to contact - how to determine if problem lies in computer or program - who to contact to correct	- able to read operator's manual
5. Enter alternate commands into computer console to correct error & resume operations	- operation runs correctly - according to instructions	- procedure for making corrections - what corrections to make - when to make corrections - how to resume operation by entering new command	
6. Clear unit at end of operating run		- computer may automatically clear - procedure for clearing	
7. Review schedule to determine next assignment		- where to find schedule - how to read schedule	
8. Record operating & down time	- accuracy	- where to record - exactly what information to record -time -source of problem -when service man responded - what was wrong	

SKILL TRAINER _____ SPECIFIC OCCUPATION Computer Operator (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
9. Wire control panels of peripheral equipment		- what plugs to connect - desired output	- able to read & follow instructions
10. Control computer to provide input or output service for another computer under instructions from operator of that unit		- understand instructions from other computer operators - know job control language - process for carrying out instructions	
11. Operate small scale computer & related on-line or off-line equipment		- knowledge of BASIC computer language - how to read manual for process - procedure for hooking into on-line equipment	

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Cook

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
Customer Service Functions		1 2 3	
1. Answers questions regarding food service		1 2 3	
2. Make suggestions regarding food		1 2 3	
3. Handle complaints		1 2 3	
4. Make proper change		1 2 3	
Clean & Maintain Kitchen Equipment		1 2 3	
1. Clean & maintain kitchen equipment		1 2 3	
2. Clean & sanitize entire kitchen area		1 2 3	
3. Wash dishes & utensils by hand		1 2 3	
4. Clean & maintain serving area equipment		1 2 3	
5. Perform other duties necessary for compliance with health & cleanliness regulations		1 2 3	
Order Kitchen Supplies		1 2 3	
1. Order, store & inventory supplies		1 2 3	
2. Order, store & inventory food		1 2 3	
3. Receive, check & report shipments		1 2 3	
4. Requisition dining room supplies		1 2 3	
Prepare for Customer Service		1 2 3	
1. Replentish condiments		1 2 3	
2. Supply service bar with food		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN (44)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Cook (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
Prepare for Cooking Activities		1 2 3	
1. Convert recipes to larger or smaller produce		1 2 3	
2. Weigh & measure ingredients properly		1 2 3	
3. Prepare & use garnishes		1 2 3	
4. Slice meats by hand & by slicing machine		1 2 3	
5. Trim, cut & shred fruits & vegetables		1 2 3	
6. Prepare glazes		1 2 3	
7. Arrange food for buffet service		1 2 3	
8. Cut, trim & bone meats & fish		1 2 3	
Perform Cooking Activities		1 2 3	
1. Cook & prepare cake-type desserts & pies		1 2 3	
2. Cook & prepare pudding, gelatin, fruit & custard desserts		1 2 3	
3. Make & prepare sandwiches		1 2 3	
4. Prepare beverages (hot & cold)		1 2 3	
5. Cook/prepare dehydrated or concentrated foods		1 2 3	
6. Cook/prepare meat		1 2 3	
7. Cook/prepare fish		1 2 3	
8. Cook/prepare fowl		1 2 3	
9. Cook/prepare cereals (hot & cold)		1 2 3	
10. Cook/prepare eggs		1 2 3	

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WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Cook (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
11. Cook/prepare soups		1 2 3	
12. Cook/prepare quick breads		1 2 3	
13. Cook/prepare cookies		1 2 3	
14. Cook/prepare fruits		1 2 3	
15. Cook/prepare vegetables		1 2 3	
16. Cook/prepare gravies & sauces		1 2 3	
17. Cook/prepare salads		1 2 3	
18. Cook/prepare salad dressings		1 2 3	
19. Cook/prepare fance pastries		1 2 3	
Organize & Plan		1 2 3	
1. Plan menu		1 2 3	
2. Plan cooking schedule		1 2 3	
3. Organize efficient kitchen work plan		1 2 3	
4. Supervise dining room personnel		1 2 3	
5. Coordinate overall personnel functions		1 2 3	
Personal Hygiene		1 2 3	
1. Nails		1 2 3	
2. Hair		1 2 3	
3. Shoes		1 2 3	
4. Hands		1 2 3	

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WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Cook (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
5. Clothing		1 2 3	
		1 2 3	
		1 2 3	
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WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Cook

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Customer Service Functions a. Answers questions regarding food service b. Make suggestions regarding food c. Handle complaints d. Make proper change	- Try not to offend the customer - 100% accuracy	- Awareness of what's on hand - Procedure for making correct change	- Communication skills - Value of coins & bills
2. Clean & Maintain Kitchen Equipment a. Clean & maintain kitchen equipment b. Clean & sanitize entire kitchen area c. Wash dishes & utensils by hand d. Clean & maintain serving area equipment e. Perform other duties necessary for compliance with health & cleanliness regulations	- Must be absolutely clean - Cleaned daily - Do: -grills -cooking line -all stainless steel -stoves & ovens -floors -fryers -walls-once a month - Clean & sterilized - Do buffet area	- Know schedule, cleaning solutions, procedures - Know who to report broken equipment to - Know: -sanitizing procedure -how to clean filters -how often to clean - Know general clean up procedures - Know health regulations	- Use a "clean as you go" policy - May sharpen knives - Use of: -sanitizers -stainless steel cleaner -degreaser (instructions on containers)
3. Order Kitchen Supplies a. Order, store & inventory supplies b. Order, store & inventory food c. Receive, check & report shipments d. Requisition dining room supplies	- Complete list to last until next order date - Perishables ordered daily - Accuracy	- Know inventory system, how to inventory - Know how to unload, shelve and check invoice - Who to report discrepancies to	

SKILL TRAINER _____ SPECIFIC OCCUPATION Cook (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
4. Prepare for Customer Service a. Replentish condiments b. Supply service bar with food	- Must be clean when finished - Must insure an adequate 7 timely supply	- Know how much to prepare beforehand	
5. Prepare for Cooking Activities a. Convert recipes to larger or smaller product b. Weigh & measure ingredients c. Prepare & use garnishes d. Slice meats by hand and by slicing machine e. Trim, cut and shred fruits & vegetables f. Prepare glazes g. Arrange food for buffet service h. Cut, trim & bone meats and fish	- Must be accurate - Must have eye appeal - Correct serving size - Neat slices	- Know conversion methods - Know how much product is needed - Operation of slicing machine - Know serving size - Know how course or fine finished product should be - Use of recipe - Know what is to be served	- Liquid & weight measures and fractions - Safety precautions in use of slicing machine and knives
6. Perform Cooking Activities a. Cook & prepare cake-type desserts & pies b. Cook/prepare pudding, gelatin, fruit & custard desserts c. Make/prepare sandwiches d. Prepare beverages (hot and cold) e. Cook/prepare dehydrated or concentrated food f. Cook/prepare meat g. Cook/prepare fish h. Cook/prepare fowl	For all Foods: - Must be fresh - Good eye appeal - Serving portions accurate - Quality good - Foods, hot or cold, as appropriate	For all Foods: - Must know -cooking time & temperatures for food and ovens - recipes -proper equipment -proportions -substitutions - Know how to reconstitute	For all Foods: - Must follow recipes - Be safety conscious in the following areas: -knives -slicers -ovens -fryers -steam table -electrical equipment -fire hazards -hot water -sternos -slick spots on floor

(48)

SKILL TRAINER _____ SPECIFIC OCCUPATION Cook (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
i. Cook/prepare cereals (hot and cold) j. Cook/prepare eggs k. Cook/prepare soups l. Cook/prepare cookies m. Cook/prepare quick breads n. Cook/prepare fruits o. Cook/prepare vegetables p. Cook/prepare gravies & sauces q. Cook/prepare salads r. Cook/prepare salad dressings s. Cook/prepare fancy pastries			
7. Organize & Plan a. Plan menu b. Plan cooking schedule c. Organize efficient kitchen work plan d. Supervise dining room personnel e. Coordinate overall personnel functions	- To satisfy supervisor or customer - So food is prepared when needed - Kitchen must run smoothly - Dining room must run smoothly	- Events & numbers to plan for - Know of any special needs - What is to be cooked - Who is working - When food is needed - How long it takes to prepare & cook each product - Know schedules & tasks - How to communicate	- Basic nutrition
8. Personal Hygiene a. Nails b. Hair c. Shoes d. Hands e. Clothing	- Clean - Must wear hair restraint (hat or net) - No open toes or tennis shoes - Hands washed in sanitizing solution - May be required to wear white		

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Custodian / Janitor / Cleaner

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Cleans rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms & other work areas.		1 2 3	
		1 2 3	
a. sweep		1 2 3	
b. scrub		1 2 3	
c. wax		1 2 3	
d. polish floors		1 2 3	
e. vacuum rugs, carpets, upholstered furniture and draperies		1 2 3	
f. dust furniture and equipment		1 2 3	
g. polish metalwork, such as fixtures and fittings		1 2 3	
h. wash walls, ceilings and woodwork		1 2 3	
i. washes windows, door panels and sills		1 2 3	
j. empty wastebaskets		1 2 3	
k. empty & clean ashtrays		1 2 3	
2. Transport trash and waste to disposal area		1 2 3	
3. Replentish bathroom supplies		1 2 3	
4. Replace light bulbs		1 2 3	
5. Cut and trim grass		1 2 3	
6. Cultivate flower beds		1 2 3	
7. Remove snow		1 2 3	
8. Deliver messages		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Custodian / Janitor / Cleaner (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
9. Transport small equipment or tools between departments		1 2 3	
10. Perform minor or routine painting		1 2 3	
11. Maintain plumbing		1 2 3	
12. Maintain electrical wiring		1 2 3	
13. Replace air conditioner and furnace filters		1 2 3	
14. Tend furnace, air conditioner & boiler to provide heat, cool air & hot water		1 2 3	
15. Notify management concerning need for major repairs or additions to lighting & ventilating equipment		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
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		1 2 3	
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		1 2 3	
		1 2 3	

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WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Custodian/Janitor/Cleaner

DOING | KNOWING

COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Cleans rooms, hallways, lobbies, corridors, elevators, stairways, other work areas a. Sweep or dry mop b. Scrub c. Wax d. Polish floors e. Vacuum -rugs -carpets -upholstered furniture -draperies f. Dust furniture and equipment g. Polish metalwork such as fixtures and fittings h. Wash walls, ceilings and woodwork i. Wash windows, door panels and sills j. Empty wastebaskets k. Empty and clean ashtrays	- All floor surface free of dirt and litter - All floor surface is clean - All floor surface is waxed - Must be free of dirt, dust and lint - Furniture must be free of dust, fingerprints, smudges, etc. - Walls, etc., must be clean and free of streaks, fingerprints, smoke, etc. - Windows cleaned with no streaks or smudges, corners clean and windows operate properly - Wastebaskets emptied and plastic bag replaced	For all Areas: - Where to find equipment and supplies - What areas to sweep, where to go with dirt - How to mix cleaning solutions - What areas to scrub - Use of signs and safety procedures - What area to wax - How many coats to apply - What area to buff - What to vacuum and how often to vacuum - Areas to be dusted - What products to use, if any - How to use polish - What is to be polished - Appropriate choice of polish (brass, silver, stainless steel, etc.) - Appropriate choice of cleaning solution - How to mix solutions - Protection of adjacent areas - How to remove and replace windows - Mixing of cleaner and water - Know where to go with trash, what size bag to use - Where to go with ashes - Safety procedures (live butts)	- Use of broom, dry mop and dust pan - Operation and cleaning of scrubbing machine - Know liquid measures and proportions for mixing solutions - Instructions on containers - Operation and cleaning of buffer - Operation and maintenance of vacuum cleaner

SKILL TRAINER _____ SPECIFIC OCCUPATION Custodian/Janitor/Cleaner (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
2. Transport trash and waste to disposal area	- All trash disposed of	- Where disposal area is - What can go in disposal (aerosol cans)	- Incinerated or picked up
3. Replentish bathroom supplies	- Adequate supply at all times	- Mecahnics of -towel holders -soap containers -tissue holders -toilet paper holders	- May need key
4. Replace light bulbs	- Lights work	- Size and types of bulbs - Mechanics of releasing bulbs - Removal and replacement of shades, grids, panels, etc. - Safety procedures	- Ability to climb ladder - Dexterity to manage screws, glass domes, tubes, grids, panels, etc.
5. Cut and trim grass	- Lawns are attractive	- Judgement on when to cut grass - Safety procedures	- Operation and maintenance of mower
6. Remove snow	- Walks and drives must be passable and safe	- Safety procedures - Use of salt pellets - Where to pile snow	- Use of shovel or snow blower
7. Deliver messages	- Promptness - Accuracy	- How to find receiver	
8. Transport small equipment or tools between apartments	- Safety - Dependable - Prompt	- What to transport - Where to transport to - How to transport - When to transport	- Able to properly identify and select needed equipment or tools - Know area well enough to find way or able to read a map

SKILL TRAINER _____ SPECIFIC OCCUPATION Custodian/Janitor/Cleaner(cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
9. Perform minor or routine painting	- Paint matched - All painted surfaces evenly covered - No splatters on adjacent areas	- Type and color of paint to use - Area to be painted - How to mask or protect adjacent areas - Method of cleaning equipment	- Use of: -brush -roller -ladder -tape -drop cloth
10. Maintain plumbing	- Must work properly with no leakage	- How to replace: -washers -water supply lines -inside of toilet tank - How to unplug drains - Safety	- Use of screw driver, wrench, plunger, drain cleaners
11. Maintain electrical wiring	- Switches and outlets work	- How to replace: -switches -outlets -ballasts -socket ends - Electrical shut off locations - Size of replacements - Safety	- Use of screw driver, pliers, electrical tape, connectors
12. Replace furnace and air conditioner filters	- Clean enough to be energy efficient	- Know correct size - Know how to insert - How often to replace - When to vacuum - Where to find	

SKILL TRAINER _____ SPECIFIC OCCUPATION Custodian / Janitor / Cleaner (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
13. Finds a. furnace and air conditioner	- Operate efficiently	- To check filters - How to set thermostats - How to oil motor and fan - Know when to clean grid outdoor units	- Where to locate key if needed - Use of oil and can
b. boiler		- Know how to flush boiler and water gage - Know how and when to check water cut offs, pop-off valves, pressure gages - Know weekly, daily, and monthly maintenance procedures	
14. Cultivate flower beds	- Must be weed free and attractive	- Know flowers from weeds - Where to find equipment - When and how to water - How to prune	- Use of trowel, pruning shears, hose, sprinkler, hoe
15. Notify management concerning need for major repairs or additions to lighting, heating and ventilating equipment		- Know who to notify and how to contact them - Ability to recognize or predict needs	

TRAINING PLAN (56)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Darkroom Technician/Photographer Assistant; Negative & Print Finishing

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Printer		1 2 3	
a. Read customer instructions to determine processing requirement		1 2 3	
b. Load negative into machine		1 2 3	
c. Examine negative to determine equipment control settings		1 2 3	
d. Set controls in accordance with examination		1 2 3	
e. Load easel with printing paper		1 2 3	
f. Start machine		1 2 3	
g. Remove printed photographic paper from machine for developing		1 2 3	
2. Developer		1 2 3	
a. Mix developing & fixing solution		1 2 3	
b. Immerse exposed film in developer solution to bring out latent image		1 2 3	
c. Immerse negative or paper:		1 2 3	
1. in stop bath to arrest developer		1 2 3	
2. in hyposolution to fix image		1 2 3	
3. in water to remove chemicals		1 2 3	
d. Dry prints or negatives		1 2 3	
3. Copy Work		1 2 3	
a. Read work order		1 2 3	
b. Place original on sensitized material		1 2 3	
c. Mount camera on stand		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Carpet Layer

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Figures amount of material needed and estimates cost		1 2 3	
2. Orders materials		1 2 3	
3. Measures and cuts carpet according to size noted on floor plans		1 2 3	
4. Cuts and trims carpet to fit along wall edges, openings, projections and around plumbing fixtures and pipes		1 2 3	
		1 2 3	
5. Sews or tapes carpet sections together by hand		1 2 3	
6. Lays carpet and rugs		1 2 3	
		1 2 3	
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*COMPETENCY LEVEL: PLEASE CIRCLE -
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2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN (57)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Darkroom Technician, etc. (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
d. Load film		1 2 3	
e. Set camera controls		1 2 3	
f. Activate camera		1 2 3	
g. May develop film		1 2 3	
4. Negative Retouching		1 2 3	
a. Clean negative		1 2 3	
b. Clean glass on retouch machine		1 2 3	
c. Insert negative into holder on machine		1 2 3	
d. Apply dyes to negative		1 2 3	
e. Add pencils to dyed negative		1 2 3	
f. Repair scratches		1 2 3	
g. Return negative to envelope		1 2 3	
5. Print Spotting		1 2 3	
a. Position print under viewing light & examine print		1 2 3	
b. Select color dye, pencil, or chalk		1 2 3	
c. Apply medium to print:		1 2 3	
1. dye		1 2 3	
2. pencil		1 2 3	
3. chalk		1 2 3	
d. Rub surface of photograph to remove debris		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
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2 = GOOD
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WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN (58)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Darkroom Technician, etc. (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
e. Spray with lacquer		1 2 3	
f. Return print to customer package		1 2 3	
6. Print Finishing		1 2 3	
a. Trim print edge		1 2 3	
b. Insert print in matting		1 2 3	
c. May be inserted in frame		1 2 3	
d. Package print		1 2 3	
e. Compute price of order and mark price on envelope		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
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		1 2 3	
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		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Darkroom Technician / Photographer Assistant / Negative & Print Finishing

DOING KNOWING

COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Printer			
a. Read customer instructions to determine processing requirement	- understand instructions	- how to interpret instructions - choice of sizes	- basic measurement skills
b. Load negative into machine	- correctly centered	- appropriate choice of plate for negative - which side of negative to place down - mechanics of inserting negative/plate	- mechanical ability
c. Examine negative to determine equipment control settings	- color must be true - focus must be sharp	- use of color analyzer - how to use filters for color correction	- how to add or subtract color
d. Set controls in accordance with examination	- accuracy	- how to focus correctly - how to adjust color - how to determine and set exposure time	- use of filters
e. Local easel with printing paper	- room lighted with safe light only - correct size and type of paper used	- choice of size and type of paper - choice of easel - use of correct safe light	- concept of size
f. Start machine	- yield a print that has good contrast, scale and density - good color balance	- mechanics of operating print processor - how to vary exposure to highlight or shadow areas of print	- understanding of exposure process
g. Remove printed photographic paper from machine for developing		- how to release paper from machine - how to handle exposed print - what to do with it next	- how to protect exposed print from light

SKILL TRAINER _____ SPECIFIC OCCUPATION Darkroom Technician, etc. (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
2. Developer			
a. Mix developing and fixing solutions	- accurately mixed - use of safe light	- correct proportions - know for B & W or color - know water temperature - when to discard used solutions	- instructions on container
b. Immerse exposed film or paper in developer solution to bring out latent image	- use of safe light	- use of trays - use of processing drums - processing time	- use of timer
c. Immerse negative or paper 1. in stop bath to arrest developer 2. in hyposolution to fix image 3. in water to remove chemicals	- use of safe light - well processed negative or print that has good contrast, scale and density - evenly processed with no streaks - good color balance	- know which solution is which - know length of time in each	- use of timer
d. Dry prints or negatives		- use of sponge, squeegee, or mechanical dryer	
3. Copy Work			
a. Read work order	- accuracy	- able to determine -process -techniques -equipment -materials required	
b. Place original on sensitized material			
c. Mount camera on stand		- determine distance from print	
d. Load film		- know size and type of film - mechanics of loading camera	

SKILL TRAINER _____ SPECIFIC OCCUPATION Darkroom Technician, etc. (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
e. Set camera controls		- procedures for adjusting camera controls - placement of lights	
f. Activate camera	- must yield a negative that accurately reproduces the original	- mechanics of camera operation	
g. May develop film			
4. Negative Retouching			
a. Clean negative prior to retouch work	- must be free of dust and fingerprints	- select correct cleaner	Use of: - cleaner - fiber cotton
b. Clean glass of retouch machine	- must be free of dust and fingerprints		Use of: - window cleaner - kleenex
c. Insert negative by the corners into the holder on the machine	- no fingerprints on the negative	- know which negative	
d. Apply dyes to negative with brush	- no blemishes on finished print	- which dyes to use - how to prepare brush - use of color chart - how to mix your own dyes - where to apply the dye - correct vibration to set on the retouch machine - knowledge of complimentary colors - which side of negative to dye - how to remove excess dye	Use of: - retouch machine - brushes - dyes - palate - kleenex - strong ammonia water

SKILL TRAINER _____ SPECIFIC OCCUPATION Darkroom Technician, etc. (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
d. Rub surface of photograph to remove debris	- print clean - no scratches	- use of glove or soft paper towel - when and how to use lacquer thinner to clean	
e. Spray with lacquer	- print -clear, not cloudy -completely covered -no air bubbles -completely dry	- use of electric spray gun - how much to apply - how to clean gun - how often to clean gun	
f. Return print to customer package	- placed in correct package		
5. Print Finishing			
a. Trim print edge	- must be even	- how much edge to leave	- use of scissors and paper cutter
b. Insert print in matting	- must be centered	- what color and shape of mat to use	- use of glue and tape
c. May be inserted in frame	- must be straight - must be secure	- what frame to use - how to secure print in frame - how to finish back	- concept of size - use of hammer, brads, hangers
d. Package print	- accuracy of contents - so print is protected	- what to include - customers name and address - how to package	- instructions on order - info on order - use of plastic, envelopes, cardboard
e. Compute price of order and mark price on envelope	- completeness - accuracy - legibility	- size of prints - number of prints - cost of prints - know special charges	- use of a price list - basic math skills - how to use tax table

SKILL TRAINER _____ SPECIFIC OCCUPATION Darkroom Technician, etc. (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
e. Add pencils to dyed negative	- density added - wrinkles and shadows shaded out	- how to sharpen pencil - correct vibrator setting - what areas to pencil - how to add density - how to shade out wrinkles or shadows - how to remove excess or unwanted pencil	Use of: - pencil - sandpaper - negative cleaner
f. Repair scratches	- make scratches less visible	- how to apply pumice to scratch	Use of: - pumice
g. Return negative to envelope	- use of correct numbering	- which customer's order to return negative to	
5. Print Spotting			
a. Position print under viewing light and examine print		- able to detect -surface blemishes -skin blemishes -dust spots -unwanted shadows -glass or metal glare -double eye lights -excess wrinkles -unwanted background objects	- good visual perception
b. Select color dye, pencil or chalk	- must match surrounding area	- which medium to use - how to select or mix color to match	- good color perception
c. Apply medium to print 1. dye 2. pencil 3. chalk		- technique to apply color coordination - how and when to use retouch spray - correct sequence if using more than one medium	- use of brushes, retouch spray

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Day Care Helper

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Helps children put on and remove outer clothing		1 2 3	
2. Assists with games		1 2 3	
3. Supervises children during story time		1 2 3	
4. Helps children develop simple painting, drawing and other fine motor skills		1 2 3	
5. Helps supervise eating and resting periods		1 2 3	
6. Helps children learn how to care for their own clothing & personal possessions		1 2 3	
7. Assists children in picking up and putting away toys and books		1 2 3	
8. Helps maintain discipline		1 2 3	
9. Helps serve meals and refreshments to children		1 2 3	
10. Accompanies children to the restroom as needed		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Day Care Helper

DOING KNOWING

COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Helps children put on and remove outer clothing	- Garments must be hung in the designated area - Clothing must be worn appropriately according to design	- Must know where the garments are to be hung - Must know children's names - Must be able to match personal possessions to the correct child	- Must have the manual dexterity to button, fasten, zip, etc., childrens' clothing
2. Assists with games	- The activity runs smoothly - Children are able to understand and follow the rules	- Be familiar with the rules, space and equipment requirements for each game - Communicate the rules so children can understand	- Basic reading & communication skills - Enthusiasm
3. Supervises children during story time	- Children must attend to the story being read	- Know how to maintain discipline and control of individual children in a group situation without disrupting the entire group	
4. Helps children develop simple painting, drawing and other fine motor skills	- Children must find the experience enjoyable as well as rewarding	- Locate supplies needed for the activity - Protect the area and the child before beginning the activity - Demonstrate techniques if appropriate - Must be able to read when mixing paints, etc.	- Basic reading skills
5. Helps supervise eating and resting periods	- Children should use good table manners - Children should remain quiet during the resting period	- Assist the children in locating the correct supplies and portions of food - Knowledge of good table manners - Knowledge of procedure for the rest period - Ability to maintain discipline and control	- Familiarity with the school or center

SKILL TRAINER _____ SPECIFIC OCCUPATION Day Care Helper (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
6. Helps children learn how to care for their own clothing and personal possessions	- Clothing and personal possessions are cared for properly	- Establish realistic expectations for each age and ability levels	- Knowledge of basic clothing care procedures
7. Assists children in picking up and putting away toys and books	- All toys and books are put away after each activity and at the end of the day	- Establish appropriate age and ability expectations - Knowledge of where toys and books are to be stored	- Familiarity with the school or center
8. Helps maintain discipline	- Children must behave properly at all times	- Knowledge of the school or center's rules and regulations - Awareness of mental and physical abuse regulations	- Communication skills - Consistency
9. Helps serve meals and refreshments to children	- Must meet governmental regulations	- Awareness of governmental regulations for serving food	
10. Accompanies children to the restroom as needed	- Children avoid "accidents" and use good hygiene	- Must be aware of each child's stage of toilet training - Must be informed about any special medical problems - Must know how to clean soiled clothing	- Basic hygiene habits

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Day Care Worker / Nursery School Attendant

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Help children remove out garments		1 2 3	
2. Organize & participate in games		1 2 3	
3. Read to children		1 2 3	
4. Teach a. simple painting		1 2 3	
b. drawing		1 2 3	
c. handwork/crafts		1 2 3	
d. songs		1 2 3	
5. Direct children in a. eating		1 2 3	
b. resting		1 2 3	
c. toileting		1 2 3	
6. Help children develop habits of caring for own clothing & picking up and putting		1 2 3	
away toys, books and supplies		1 2 3	
7. Maintain discipline		1 2 3	
8. May prepare & serve meals & refreshments		1 2 3	
9. May regulate rest periods		1 2 3	
10. May assist in cleaning quarters		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Day Care Worker/Nursery School Attendant

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
	For All Areas: -Children must function in an orderly manner	For All Areas: -How to maintain discipline/ control of children	For All Areas: -Basic Child Development
1. Help children remove outer garments	- Hung in assigned place	- Know coat assignment system	- Know children's names
2. Organize and participate in games	- So children enjoy the games - Good sportsmanship	- How to locate resource material - Know appropriate age level for each game - Know and communicate rules of the game so children understand - Know space and equipment needs for each game	- Reading skills to read and understand resource material - Student should be physically able to plan - Communication skills
3. Read to children	- Children must understand and enjoy the stories	- How to locate books - Know appropriate age level for each story - Know: reading speed enunciation voice inflection	- Ability to read material out loud
4. Teach: a. simple painting	- Children must enjoy the experience	- Where to find supplies - Different types of paint - How to mix paints: -color -consistency -additives - Appropriate size of paper - Different painting techniques - How to protect adjacent area including the child	- Instructions on container - Use of primary colors to get secondary colors - Use of brushes, chalks crayons, fingers, string, sponges, screens, etc. - Use of newspaper and paint aprons

SKILL TRAINER _____ SPECIFIC OCCUPATION Day Care Worker/ Nursery School Attendant (cont.)

DOING KNOWING

COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
b. drawing	- Children must enjoy the experience	- Where to find supplies - Variety of drawing mediums - Appropriate size of paper	- Use of pencils, chalks, crayons, markers
c. handwork/crafts	- Children must enjoy the experience	- Where to find resource materials - Where to find supplies - Appropriate level of acuity for the child - Know how many children can participate at one time - Ability to demonstrate or clearly instruct	- Reading ability
d. songs	- Children must enjoy the music	- Where to find resource material - How to sing or play an instrument - Appropriateness of songs for each age level - How to blend action and quiet songs - How to choose records for small children	- Some knowledge of music - Operation of record player
5. Direct children in: a. eating	- Use of good table manners - Eating area left clean	- Appropriate hygiene - Routines for set up and clean up - Where to get food and supplies - Routines for seating, second servings and dismissal - Good table manners - Serving portions	- Know health regulations - types of containers - washing methods for dishes - washing of hands

SKILL TRAINER _____ SPECIFIC OCCUPATION Day Care Worker/ Nursery School Attendant (cont.)

DOING KNOWING

COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
b. resting	- Children should rest quietly for designated time	- Procedure for issuing or assigning mats, cots, etc. - Length of rest time - Discipline methods to encourage quiet resting	- Use of mats, cots, etc.
c. toileting	- Keep children as "accident free" as possible	- Basic hygiene habits - Stage of child's toilet training - Any problem areas with a child such as bladder infections, diahrea, weak kidneys, etc. - What to do about a wet or soiled child - Disposal of diapers	- Diapering methods
6. Help children develop habits of caring for own clothing and picking up and putting away toys, books, and supplies	- Each child directed to care for or put away clothing, books, toys and supplies neatly	- Appropriate expectations for each age level	
7. Maintain discipline	- Activity at the school or center should be orderly	- Positive discipline methods to build self esteem in each child - Rules and regulations of the school or center - Appropriate punishment for infractions	- Know mental and physical abuse regulations

SKILL TRAINER _____ SPECIFIC OCCUPATION Day Care Worker/ Nursery School Attendant (cont.)

DOING KNOWING

COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
8. May prepare and serve meals and refreshments	- Meet government regulations on hygiene, dietary regulations, etc.	- Basic nutrition - Ability to cook and prepare food - Know quantity of food served - Food safety - Government regulations on storage, preparation and serving	- Freshness, spoilage - Guidelines for storage, preparation and serving
9. May regulate rest periods	- Meet required guidelines	- Know rest schedule for school or center - Know government regulations	
10. May assist in cleaning quarters	- Meet reguired guidelines	- Know guidelines set by government, school or center - Cleaning procedure -what -when -how often -with what - Where to find equipment and supplies	- Use of cleaning and sanitizing products, mops, vacuum cleaners, etc.

TRAINING PLAN

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STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Electrician's Helper

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Measures, cuts and bends wire and conduit		1 2 3	
2. Drills holes for wiring and threads conduit ends through opening		1 2 3	
3. Connects couplings and conduit fittings		1 2 3	
4. Supplies electrician with necessary materials and tools		1 2 3	
5. Helps lift, position and fasten objects such as wiring, conduit and motors		1 2 3	
6. Fastens brackets to bulkheads and pulls wires through conduit		1 2 3	
7. Strips insulation from wire ends		1 2 3	
8. Ties or screws wires to terminal in preparation for soldering		1 2 3	
9. Replaces fuses, light sockets, bulbs and switches when needed		1 2 3	
10. Maintains tools and equipment		1 2 3	
11. Keeps supplies and parts in order		1 2 3	
12. Disassembles defective electrical equipment		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Electrician's Helper

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
FOR ALL AREAS:	- To electrician's validation	- Must be able to read and follow directions - Familiarity with electrical codes and restrictions is required - Product safety, wiring safety, and safety overall is essential - Must be able to read blueprints - Must be familiar with electrical terminology	- Protective head gear may be required on certain jobs - May need to erect scaffolding and/or ladders
1. Measures, cuts, and bends wire and conduit	- To electrician's approval	- Needs to know how to operate a conduit bender and read a ruler	- Basic measurement skills
2. Drills holes for wiring and threads conduit ends through opening	- To electrician's approval	- Must be able to safely use a power drill and a pipe threader	
3. Connects couplings and conduit fittings	- To electrician's approval	- Must be able to use a wrench	
4. Supplies electrician with necessary materials and tools	- To electrician's specification	- Must be familiar with electrical terminology	
5. Helps life, position and fasten objects such as wiring, conduit and motors	- To electrician's validation	- Must be able to follow a sequence of verbal instructions	- Must have physical strength required for lifting, etc.
6. Fastens brackets to bulkheads and pulls wires through conduit	- to electrician's approval	- Must know how to use the necessary hand tools - Must know which wires to pull through each piece of conduit	

SKILL TRAINER _____ SPECIFIC OCCUPATION Electrician's Helper (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
7. Strips insulation from wire ends	- To electrician's approval	- Knows how to use wire strip pliers	
8. Ties or screws wires to terminal in preparation for soldering	- To electrician's specifications	- Must know how to prepare terminal for soldering	
9. Replaces fuses, light sockets, bulbs, and switches when needed	- The newly installed fuse, light socket, bulb or switch must work	- Must be able to detect when to replace fuses, light sockets, bulbs and switches and to do so safely and effectively	- Must know where the replacement supplies are kept - Must know how to safely discard used items
10. Maintains tools and equipment	- To electrician's approval	- Must be familiar with electrical tools and equipment and how to care for them	
11. Keeps supplies and parts in order	- To electrician's approval	- Must know which supplies and parts to keep in order and where they belong	- Must know where supplie and parts are located
12. Disassembles defective electrical equipment	- To electrician's specifications	- Must know how to use appropriate hand tools	- Must be careful not to lose any of the disassembled parts

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Electrical Appliance Servicer

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Delivers new appliances to the installation site according to blueprints or specifications.		1 2 3	
		1 2 3	
2. Connects appliance to power source and tests meters.		1 2 3	
3. Observes readings on meters and graphic recordings		1 2 3	
4. Examines appliance during operating cycle to detect excess vibration, overheating,		1 2 3	
fluid leaks, and loose parts.		1 2 3	
5. Disassembles appliance and examines mechanical and electrical parts.		1 2 3	
6. traces electrical circuits		1 2 3	
7. Locates shorts and grounds		1 2 3	
8. Calibrates timers, thermostats and adjusts contact points		1 2 3	
9. Cleans and washes parts to remove grease, carbon, and dust		1 2 3	
10. Replaces worn or defective parts such as switches, pumps, bearings, transmissions,		1 2 3	
belts, and defective wiring.		1 2 3	
11. Repairs and adjusts appliance motors		1 2 3	
12. Reassembles appliance, adjusts pulleys, and lubricates moving parts.		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Electrical Appliance Servicer

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Delivers new appliances to the installation site according to blueprints or specifications	- Correct placement of appliances	- Must be able to read blueprints and/or specifications	- Basic reading skills - Must have physical strength to move appliances
2. Connects appliance to power source and test meters	- Appliance is operational and safe	- Ability to use handtools and test equipment - Follow wiring diagrams and manufacturer's specifications	
3. Observes readings on meters and graphic recorders	- Must be accurate	- Must know watt-meter, ammeter and voltmeter	
4. Examines appliance during operating cycle to detect excess vibration, overheating, fluid leaks and loose parts	- Verifiable identification of problem	- Must be familiar with the characteristics that are associated with each type of mechanical breakdown	
5. Disassembles appliance and examines mechanical and electrical parts	- Disassembly must be organized and procedural	- Must be able to use tools necessary to disassemble appliances - Must know how to systematically disassemble appliances	
6. Traces electrical circuits	- Can follow electrical currents from beginning to end	- Must be able to follow a diagram	
7. Locates shorts and grounds	- Must be accurate	- Must know how to use an ohmmeter	- Must be aware of safety factors
8. Calibrates timers, thermostats and adjusts contact points	- Must be accurate	- Must be able to use the necessary instrument devices - Knowledge of what adjustments need to be made	

SKILL TRAINER _____ SPECIFIC OCCUPATION Electrical Appliance Servicer (cont

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
9. Cleans and washes parts to remove carbon, grease and dust	- Must be free from carbon, grease and dust	- Must know how to use a wire brush and buffer - Must be able to read the instructions on the label of solvents	- Basic reading skills
10. Replaces worn or defective parts, such as switches, pumps, bearings, transmissions, belts, gears, blowers and defective wiring	- The newly replaced part must work	- Must have the ability to detect defective parts and to replace them safely and correctly	- Must know where the replacement supplies are located
11. Repairs and adjusts appliance motors	- Appliance motor must operate as expected	- Must be able to recognize damage and to make the necessary repairs	
12. Reassembles appliance, adjusts pulleys, and lubricates moving parts	- Appliances must be operational	- Skill in using handtools and lubricating equipment	

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Farm Equipment Mechanic

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Service, adjust & make minor repairs on farm vehicles, machinery & equipment		1 2 3	
a. Observe machinery in operation to detect malfunctioning or defective units		1 2 3	
b. Replace components		1 2 3	
1. carburetor		1 2 3	
2. fuel pump		1 2 3	
3. generator		1 2 3	
4. ignition points		1 2 3	
5. spark plugs		1 2 3	
c. Adjust timing of motors		1 2 3	
d. Lubricate vehicle & attachments		1 2 3	
e. Wash vehicle & attachments		1 2 3	
f. Paint vehicle & attachments		1 2 3	
g. May assist other workers:		1 2 3	
1. overhaul of machinery & equipment		1 2 3	
2. repair & erection of buildings & structures		1 2 3	
3. plumbing repair		1 2 3	
4. electrical work		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Farm Equipment Mechanic

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Service, adjust & make minor repairs on farm vehicles, machinery and equipment, such as tractors, trucks, automobiles, harvesters, combines, silo fillers, plows and similiar equipment			
a. Observe and examine machinery and parts in operation	- must detect malfunctioning or defective units	- ability to recognize when a part doesn't work correctly	
b. Replace components:			
1. carburetor	- must run smoothly	- how to find part numbers for old part - how to match new part numbers - how to unbolt and replace bolts to secure new part - how to adjust carburetor	- use of hand tools - ability to match numbers
2. fuel pump	- fuel runs	- how to find part numbers for old part - how to match new part numbers - know air and fuel lines - remove and replace fuel pumps - replace fuel lines	- use of hand tools - ability to match numbers
3. generator	- must show charge	- how to find part numbers for old part - how to match numbers for new part - remove and replace part - tighten belt so it charges	- use of hand tools - ability to match numbers
4. ignition parts	- must spark	- how to select new parts - remove and replace points and condenser - how to gap according to chart	- ability to match numbers - use of hand tools
5. spark plugs	- must spark	- how to select new spark plugs - remove and replace spark plugs - how to gap according to chart	- read chart - use of hand tools - read chart

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SKILL TRAINER _____ SPECIFIC OCCUPATION Farm Equipment Mechanic (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
c. Adjust timing of motors	- properly timed according to specs on motor	- how to use a timing light - how to make adjustments - what adjustments to make	- spec on vehicle
d. Lubricate vehicle and attachments	- grease till grease comes out the other side	- know which kind and angle - where to locate zerks - how many there are - how often to grease	- use of grease gun - read set up manual
e. Wash vehicle and attachments	- must be grease free for repainting	- how to use steam cleaner for repaint work - how to use high pressure washer for non-paint cleaning	- read manual
f. Paint vehicle and attachments	- paint must be spread evenly with no runs - good cover	- how to use paint gun and compressor - what pressure to use - how many coats - how to clean gun	
g. May assist other workers			
1. overhaul of machinery and equipment		- how to replace worn parts	- use of hand tools
2. repair and erection of building and structures			
3. farm plumbing repair	- no leaks	- how to clean pipe with emory cloth - how to sweat a joint - how to use PVC pipes	- use of solder and torch - use of hack saw, PVC adhesive, and connectors
4. farm electrical work	- repair is functional without blowing fuses	- know voltage - know safety procedure - know black wire is hot and white wire is ground	- use of handtools such as needle nose pliers, wire stripper, screw driver, pair of dikes

(80)

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Farm Machinery Set-Up Mechanic

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Erect & assemble farm machinery for use in field		1 2 3	
a. uncrate components at freight station or dealer's warehouse		1 2 3	
b. assemble & adjust machinery according to specifications		1 2 3	
c. oil & grease moving parts		1 2 3	
d. may deliver farm machinery to purchasers		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
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		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Farm Machinery Set-Up Mechanic

DOING KNOWING

COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Erect and assemble farm machinery:			
a. Uncrate components at freight station or dealer's warehouse	- All parts laid out in assembly order	- Ability to read and understand set up instructions - Recognize parts by name and sight - Know all parts are there - Know how to proceed if parts are missing - Know procedure for lay out	- Know how to follow written and oral directions
b. Assemble and adjust machinery according to specifications	- All parts aligned - All bolts, etc., tight - All moving parts free	- How to follow step by step assembly procedures - How to use hand tools -sockets & wrenches -wire cutters -screw drivers -hammer -pliers - How to adjust parts	- Know how to read or listen and follow directions - Need high level of manual dexterity - Instructions in operator's manual
c. Oil and grease moving parts	- Moving parts must operate freely - Must do every moving part	- Where to find grease guns, oil and cans - Know where to oil and grease - How much grease and oil to apply	- Instructions in operator's manual - Use of oil can and grease gun
d. May deliver farm machinery to purchaser	- Purchaser receives equipment - Purchaser has an understanding of how to operate the equipment	- Know where to deliver - How to load and unloan or tow (may have a driver that does it) - How to make final adjustments - How to demonstrate operation of equipment to buyer	- Read map or follow directions - Operator's manual has instructions - Communication skills

TRAINING PLAN (83)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Floral Designer

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Design & fashion live, cut, dried, artificial and foliar arrangements		1 2 3	
2. Confer with client regarding price or type of arrangements desired		1 2 3	
3. Plan arrangements according to client's requirements and costs		1 2 3	
4. Select flora & foliage necessary for arrangements		1 2 3	
5. Trim materials & arrange bouquets, sprays, wreaths, and corsages		1 2 3	
6. Arrange dish gardens & terrariums		1 2 3	
7. Decorates buildings, halls, churches, or other facilities where events are planned		1 2 3	
8. Pack & wrap completed arrangements		1 2 3	
9. Estimate costs and price arrangements		1 2 3	
10. May conduct classes, tours, and demonstrations		1 2 3	
11. May instruct and direct other workers		1 2 3	
12. May arrange according to standard designs or under instructions of designer		1 2 3	
13. May handle complaints		1 2 3	
14. May order supplies		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Floral Designer

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Design and fashion live, cut, dried, aftificial and foliar arrangements	-Shape and balance must be pleasing to client	- Know appropriate arrangements for holidays, anniversaries, weddings, balls & funerals - Knowledge of design & properties of materials	- Natural ability for design
2. Confer with client regarding price or type of arrangments desired	-Accurate cost figures	- Knowledge of design & properties of materials - Cost factors - Knowledge of what flowers/ foliage are available	- Ability to meet the public - Good communication skills
3. Plan arrangements according to clients requirements and costs	-Accurate cost figures -Written order clear so arranger can fill it	- Same as #2 - How to read price list	- Basic math skills - Ability to meet the public
4. Select flora & foliage necessary for arrangements	-Shape and balance must be pleasing to client -Cost must be according to plan	- Know how to match flowers, foliage and containers - Know availability of flowers	
5. Trim material and arrange boquets, sprays, wreaths, corsages.	-Pleasing shape and balance	- Cost factor - Know what is available - Type/size of container to use	- Use of wire, pins, floral tape, foam, trimmers, cutters, shapers
6. Arrange dish gardens and terrariums	-Pleasing shape and balance	- Know layering of soils - Know which plants can be used together - Types/size of container to use	- Light and moisture needs of plants
7. Decorate buildings, halls, churches or other facilities where events are planned	-Must please the client	- Understand what the customer wants - Know what is available - Know cost factors - Know dates & times needed	- Physical dexterity

SKILL TRAINER _____ SPECIFIC OCCUPATION Floral Designer (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
8. Pack and wrap completed arrangements	- Must be adequately protected from the weather and wind	- Know weather hazards for flora and foliage - Know varieties of wrapping and packaging	
9. Estimate costs and price arrangements	- Complete listing accurate cost figures	- Costs for flowers and foliage - Where to find cost figures - How to calculate costs	- Basic math skills
10. May conduct classes, tours, and demonstrations	- Must be informative	- Good overall information on all facets of floral designing	- Good communication
11. May instruct and direct other workers	- Floral work must be correctly done on time	- Know work schedules, duties, talents of other workers - Know what work needs to be done	- People management skills
12. May arrange according to standard designs or under instructions of designer	- Arrangements must have pleasing shape and balance	- Knowledge of design and properties of materials - Knowledge of what flowers and foliage are available	
13. May handle complaints	- Need to pacify client	- Know what the limits are in altering cost factor - Know acceptable policy for appeasing dissatisfied client	- People management skills
14. May order supplies	- Necessary supplies must be on hand as needed	- System of communicating what's needed within the business - Know of coming events - Know how to order from salesmen or catalogues	- Math skills

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Grain Elevator Clerk

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Talks to customers and sells such things as grain, storage space, fertilizer, pesticides, etc.		1 2 3	
2. Signals workers to dump or load cars, using bell, light, or telephone.		1 2 3	
3. Pulls lever to open slide gate on storage hopper to dump grain into scale hopper.		1 2 3	
4. Weighs grain and inserts ticket into automatic recorder on scale that stamps weight on ticket.		1 2 3	
5. Notifies government inspector to examine beam scale balance and stamped ticket.		1 2 3	
6. Records weight, description, and destination of grain shipped and received.		1 2 3	
7. Keeps charts indicating location and content of storage tanks.		1 2 3	
8. May assign workers to jobs according to work schedules and may review time cards.		1 2 3	
9. Grades and weighs grain samples using hand graders and scales and records results.		1 2 3	
10. Reads thermometers to control panel to ascertain grain temperatures at various levels in the storage tank.		1 2 3	
11. May start conveyors, select flow pipes, set trippers, and select storage tanks to convey grain into storage or to loading department.		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Grain Elevator Clerk

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Talks to customers and sells such things as grain storage space, fertilizer, pesticides, etc.	- To customer's satisfaction	- Must be able to get along and react with people - Knowledge of crops, fertilizers, pesticides, commodity prices, storage availability, etc.	- A basic background in agronomy and economics.
2. Signals workers to dump or load cars, using bell, light or telephone.	- Workers can easily see and/or hear the signals	- Know how and when to use the signal device when dumping or loading cars.	
3. Pulls lever to open slide gate on storage hopper to dump grain into scale hopper.	- Gate opens	- Know how and when to pull the lever that opens the slide gate on the storage hopper in order to dump grain into the scale hopper.	
4. Weighs grain and inserts ticket into automatic recorder on scale that stamps weight on ticket.	- Accuracy is a must	- Must be able to accurately read a scale. - Knows how to operate the automatic recorder that stamps the weight on the ticket.	- Basic measurement skills.
5. Notifies government inspector to examine beam scale balance and stamped ticket.	- In compliance with the law and is accurate	- Knowledge of governmental regulations. - Knows how and when to notify the government inspector to examine the beam scale balance and stamped ticket.	- Basic ability to read
6. Records weight, description, and destination of grain shipped and received.	- Legible and accurate listings	- Must be able to accurately weigh and record grain shipped and received. - Must be able to write a description and state the destination of grain shipped and received.	- Basic measurement and descriptive writing skills

SKILL TRAINER _____ SPECIFIC OCCUPATION Grain Elevator Clerk (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
7. Keeps charts indicating location and contents of storage tanks.	- Legible and accurate recordings	- Must be able to read charts and legibly record information concerning the location and contents of storage tanks.	- Must be able to read and write legibly.
8. May assign workers to jobs according to work schedules and may review time cards.	- All workers are informed and understand their work schedules and keep accurate account of their time.	- Knowledge of work that needs to be done and persons qualified to do it. - Knowledge of workers schedules. - Ability to figure and total time on time cards.	- Ability to figure time. - May require leadership skills.
9. Grades and weighs grain samples, using hand graders and scales, and records results.	- Legible and accurate measurements	- Knowledge of how to grade grain samples. - Ability to use hand graders and scales to weigh grain samples. - Legible handwriting. - Knowledge of where to record results.	- Basic measurement and legible handwriting skill
10. Reads thermometers to control panel to ascertain grain temperatures at various levels in the storage tank.	- Maintains the proper temperatures for each level in the storage tank	- Knowledge of temperature requirements for each level in the storage tank. - Ability to accurately read a thermometer.	
11. May start conveyors, select flow pipes, set trippers and select storage tanks to convey grain into storage or to loading department.	- Grain is moved safely and with little or no waste into storage or loading areas.	- Ability to operate equipment that conveys grain into storage or loading areas. - Must know which storage tanks to use.	- A mechanical background may be beneficial.

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TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Groundskeeper

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Cut lawn		1 2 3	
2. Trim & edge around walks, flower beds, and walls		1 2 3	
3. Prune shrubs & trees		1 2 3	
4. Spray lawn, shrubs & trees with fertilizer or insecticide		1 2 3	
5. Rake & burn or cart off leaves		1 2 3	
6. Clean or sweep up litter		1 2 3	
7. Remove snow from walks & driveways		1 2 3	
8. Spread salt on public passage ways		1 2 3	
9. Plant grass, flowers, trees & shrubs		1 2 3	
10. Water lawn & shrubs during dry periods		1 2 3	
11. Repair fences, gates, walks, walls, benches, tables		1 2 3	
12. Paint fences, outbuildings, benches, tables		1 2 3	
13. Clean out drainage ditches & culverts		1 2 3	
14. Pick up and burn or cart away paper & rubbish		1 2 3	
15. Clean comfort stations & other buildings		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Groundskeeper

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Cut lawn	- lawns appear well kept and neat	- where to find equipment - areas to be mowed - how often to mow - any restricted areas - how short to cut the grass	- use of hand, power or tractor with attachment - maintenance and care of equipment
2. Trim and edge around walks, flower beds, and walls	- all weeds and tall grass kept trimmed	- areas to be trimmed - where to find equipment	- use of clippers and edging tools
3. Prune shrubs and trees	- shape and improve growth	- where to find equipment - what time of the year to prune trees and shrubs - how to decide what to prune out - how to dispose of trimmings	- use of sheers and small saw
4. Spray lawn, shrubs and trees with fertilizer or insecticide	- insects are controlled - vegetation fertilized as needed	- where to find equipment and supplies - how to mix insecticide and fertilizer - how to dispense insecticide and fertilizer - optimum times to spray - safety precautions - clean up of equipment	- instructions on container - use of sprayer
5. Rake and burn or cart off leaves	- areas reasonable leaf free	- where to find equipment - policy for disposal of leaves	- use of rake and bags
6. Clean or sweep up litter	- area is litter free	- how and where to dispose of litter	
7. Remove snow from walks and driveways	- walks and drives are passable	- operate snowblower or tractor with blade - where to pile snow - appropriate times for removal - safety precautions	- use of shovel

(06)

SKILL TRAINER _____ SPECIFIC OCCUPATION Groundskeeper (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
8. Spread salt on public passage ways	- walks and drives are safe	- where to find salt - protection of environment	
9. Plant grass, flowers, trees, and shrubs	- grounds are kept attractive	- where to purchase or pick up - where to plant - when to plant - planting methods	- supplier can inform
10. Water lawn and shrubs during dry period	- keep lawns and shrubs green and healthy	- how to locate hose, water connections and sprinklers - appropriate times to water	- use of hose or activation of fixed or portable sprinkler system
11. Repair fences, gates, walks, walls, benches and tables	- to be functional, safe, and attractive	- what repairs are needed - locate materials needed - basic carpentry and masonry skills	- use of carpentry and masonry tools - basic measurement
12. Paint fences, outbuildings, benches and tables	- protected from weather - attractive	- locate materials needed - type and color of paint to be used - appropriate times and weather to paint - clean up of equipment	
13. Clean out drainage ditches and culverts	- water must flow freely	- location of ditches and culverts - how to dispose of cleanings	- use of shovel and rake
14. Pick up and burn or cart away paper and rubbish	- containers emptied frequently enough to stay functional and odor free	- where trash containers are located - procedure for pick up and hauling - when to pick up -time of day -how often	- operation of tractor or truck

SKILL TRAINER _____ SPECIFIC OCCUPATION Groundskeeper (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
15. May clean comfort stations and other buildings	- clean and sanitary - adequate supplies	- where to locate supplies - cleaning and sanitizing methods - how often to clean - appropriate times to clean	- use of cleaning and sanitizing products

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Horticulture Worker

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Ascertain growing schedule		1 2 3	
2. Prepare soil or growth media		1 2 3	
3. Plant seeds or cuttings		1 2 3	
4. Transplant seeds		1 2 3	
5. Pot plants		1 2 3	
6. Determine nutrient & moisture requirements		1 2 3	
7. Detect & identify germ & pest infestations		1 2 3	
8. Apply herbicides, fungicides, & pesticides		1 2 3	
9. Culls plants to insure development of marketable products		1 2 3	
10. Haul & spread topsoil, fertilizer, peat moss		1 2 3	
11. Dig, rake & screen soil to fill cold frames & hot beds		1 2 3	
12. Sow grass seed		1 2 3	
13. Order & lay sod		1 2 3	
14. Plant shrubs & plants in containers		1 2 3	
15. Prune trees & shrubs		1 2 3	
16. Tie, wrap & pack flowers, plants, shrubs & trees to fill orders		1 2 3	
17. Move containerized shrubs & trees		1 2 3	
18. Dig up shrubs & trees & wrap their roots with burlap		1 2 3	
19. Build & maintain structures		1 2 3	
20. Maintain & repair equipment		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ (Beginning) TO _____ (Ending)

OCCUPATIONAL JOB TITLE Horticulture Worker (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
21. Do "over the counter" landscape design		1 2 3	
		1 2 3	
		1 2 3	
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*COMPETENCY LEVEL: PLEASE CIRCLE -
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2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Horticulture Worker

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Ascertain growing schedule	- must have plants ready on schedule	- how to determine germination - know when plants are needed - know size plants need to be	- germination information on packaging
2. Prepare soil or growth media	- correct mixture prepared	- which mixture to use on which plants - know correct proportions - terminology -sand -peat moss -vermiculate -perlite -potting soil - when to use premix -Jiffymix for seedlings -African Violet soil -cactus soil	- how to look up information in books if necessary
3. Plant seeds or cuttings	- correct use of soil, light, heat, and water for each - control of fungus on trays	- correct soil mexture - how to propogate in sand under mist in propogation benches - depth of planting - light needs - how to water by misting - how to determine heat needs - how to adjust thermostat - use of rooting hormone for cuttings - use of fungicide	
4. Transplant seeds	- correct number of each pack	- correct soil mixture - procedure for picking plants - size of plants to pick - number of seeds per Sell Pack or pot - where to put them after transplanting	

SKILL TRAINER _____ SPECIFIC OCCUPATION Horticulture Worker (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
5. Pot plants	- roots must be covered - priced correctly	- how deep to pot - what size pot to use - how much fertilizer to use - what kind of fertilizer to use - correct soil mixture to use - where to relocate in display greenhouse - how to price	
6. Determine nutrient & moisture requirements	- meet specifications listed in resource material	- know plant requirements	
7. Detect & identify germ & pest infestations	- correct identification of germs & pests	- know kinds of pests Greenhouse -aphips -spider mites -white flys Nursery -red spider mites -blight -galls - know symptoms of infestation -loss of leaves -browning -sight of insects	
8. Apply herbicides, fungicides, & pesticides	- reversal of symptoms - control of weeds, fungi & pests	- how to mix chemicals - what to apply - when & how to apply - how often to apply - toxic safety for worker	- know measurement & proportions - instructions on chemicals
9. Cull plants to insure development of marketable products	- production of marketable products	- procedure for picking dead leaves - know when to discard plant - use of cycle sell to force blooming - use of Leaf Shine on houseplants	

SKILL TRAINER _____ SPECIFIC OCCUPATION Horticulture Worker (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
10. Haul & spread topsoil, fertilizers, peat moss	- spread evenly at the right depth	- where to locate materials - know what to spread - know area to spread - use of spreading - equipment - know how thick to spread	
11. Dig, rake & screen soil to fill cold frames & hot beds	- no course material	- where to locate soil - where & how to screen - disposal of course material - where to store screened soil	
12. Sow grass seed	- spread evenly - watered & mulched correctly	- what mix to use - spreading procedure - how much to spread - soil preparation - how to water - use of burlap or mulch	
13. Order & lay sod	- no large spaces between sod rolls	- who to order from - how to figure cost factors - how to figure square footage - what kind customer wants - how to prepare soil - application & quantity of starting fertilizer - how to roll sod - watering needs	- need basic math skills - use of tractor & roller
14. Plant shrubs & plants in containers	- roots must be covered - water till water runs out of pot	- what kind of soil to use - size of container to use - length of time to soak bare roots in water - how to water after planting	

SKILL TRAINER _____ SPECIFIC OCCUPATION Horticulture Worker (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
15. Prune trees & shrubs	- so top is equal to bottom - roots are fresh cut to improve water absorbancy	- how to prune roots & top - use of pruning sealer on big cuts	- use of pruner, topper or saw
16. Tie, wrap & pack flowers, plants, shrubs, & trees to fill orders	- so products can be safely transported	- how to protect flowers & houseplants from wind & cold weather - how to wrap bare roots in straw and paper	
17. Move containerized shrubs & trees		- use of skid loader or cart to move heavy items - correct lifting procedure for hand moved items	
18. Dig up shrubs & trees and wrap their roots with burlap	- dirt ball can't be broken	- how far out to dig with shovel - how to cut roots - times of year to move trees & shrubs - how to protect ball of dirt around roots - use of pinning nails to secure burlap around dirt ball - use of twine to wrap - how to transport	- use of tree spade, shovel and spade
19. Build & maintain structures		- how to construct greenhouse - how to construct benches	Use of: - drills - wrenches - screwdrivers - hammers - 6 mil poly - electric skill saw
20. Maintain & repair equipment		- maintain spreaders, lawn mowers, power rake, tractor, tree spade by: -changing oil -changing & gapping spark plugs	

SKILL TRAINER _____ SPECIFIC OCCUPATION Horticulture Worker (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
		-check hydraulic fluid -sharpen blades	
21. Do "over the counter" landscape design	- meet customer's needs - accurate cost factors	- what plants are available - light, water, & soil requirements - what looks good - what's available - cost factors - space requirements - maintenance needs - concept of scale - appropriate ground cover such as rock, wood chips, etc.	

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TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Housekeeping

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Collects soiled linens for laundering.		1 2 3	
2. Sorts, counts, folds, marks, or carries linnens to storage place.		1 2 3	
3. Makes beds.		1 2 3	
4. Checks wraps and renders personal assistance to patrons.		1 2 3	
5. Moves and arranges furniture.		1 2 3	
6. Turns mattresses.		1 2 3	
7. Hangs draperies.		1 2 3	
8. Dusts venetian blinds.		1 2 3	
9. Vacuum rooms and halls.		1 2 3	
10. Arranges decorations, apparatus, or furniture for bnaquets.		1 2 3	
11. Empties wastebaskets and disposes of trash.		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
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		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Housekeeping

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Collects soiled linens for laundering.	- All soiled linen is collected and taken to the proper place daily	- Must know when and where to collect soiled linens. - Must be able to discriminate between clean and soiled linens.	
2. Sorts, counts, folds, marks or carries linens to storage place.	- Cleaned linens are in the proper location for storage	- Must have physical skills necessary for sorting, counting, and carrying linens. - Must be able to count. - Knowledge of storage area.	- Basic counting skills
3. Makes beds	- All beds are made daily.	- Must know where to get clean linens to make beds. - Must have physical skill and knowledge of how to make a bed.	
4. Checks wraps and renders personal assistance to patrons.	- To patron's satisfaction	- Takes wraps and issues claim check to patron. - May need to collect money and make change.	- Basic money skills
5. Moves and arranges furniture.	- Furniture is in proper place	- Knowledge of correct furniture placement.	- Physical strength may be necessary
6. Turns mattresses	- Mattresses are periodically rotated	- Know schedule for turning mattresses. - Must remember which side was up last.	- Physical strength and/or assistance from another co-worker may be necessary
7. Hangs draperies.	- Drapes are hung properly and attractively	- Knows how to insert drape pins and how to string them on to the rod so that they fall at the proper place.	

SKILL TRAINER _____ SPECIFIC OCCUPATION Housekeeping (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
8. Dusts venetian blinds.	- Blinds are free from dust	- Knowledge of the type of cleaning solution and rag to use. - May need to be able to read and follow manufacturer's instructions on how to clean the blinds.	- Basic reading skills
9. Vacuums rooms and halls.	- Carpets are free from dirt	- Must know which halls and rooms need to be vacuumed. - Must know how to operate a vacuum cleaner. - May need to know how to change the bag in the vacuum cleaner.	
10. Arranges decorations, apparatus, or furniture for banquets and social functions.	- To client's satisfaction	- May need to be able to follow a diagram and/or read and follow directions when preparing for a banquet or social function. - Needs to know where supplies and extra furniture is stored.	- Basic reading skills
11. Empties wastebaskets and disposes of trash.	- All trash is disposed of daily	- Must know the location of all wastebaskets. - Must know where to dispose of the collected trash.	

TRAINING PLAN

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STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Laundry Worker

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Loads articles into washer and adds specified amount of detergent, soap, or other cleaning agent.		1 2 3	
2. Turns valve to fill washer and starts machine that automatically washes and rinses articles.		1 2 3	
3. Lifts clean, wet articles from the washer and places them into wringer and/or driers for a measured interval of time.		1 2 3	
4. Sorts dried articles according to identification number and/or type.		1 2 3	
5. Holds and places items in proper storage place.		1 2 3	
6. May lubricate machine, using a grease gun and an oil can.		1 2 3	
7. May dissolve soap granules in hot water and steam to make liquid soap.		1 2 3	
8. May mend torn articles using a needle and thread.		1 2 3	
9. May sort and count articles to verify quantities on laundry lists.		1 2 3	
10. May soak stained or contaminated articles in neutralizer solution to precondition for washing.		1 2 3	
11. May mix dyes and bleaches according to formula and dye and bleach specified articles.		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Laundry Worker

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Loads articles into washer and adds specified amount of detergent, soap or other cleaning agent.	- Articles are in washer with correct amount of cleaning agent	- Must know how much constitutes a load. - May need to be able to read instructions to know how much cleaning agent to use. - Ability to measure designated amount.	- Basic reading and measurement skills
2. Turns valve to fill washer with water and starts machine that automatically washes and rinses articles.	- Starts washer on proper cycle	- Knows how to operate washing machine. - Knows which type of wash cycle, water temperature, etc., for the different types of articles being washed. - Must be able to read words on instrument panel.	- Basic reading skills
3. Lifts clean, wet articles from the washer and places them into wringer and/or driers for a measured interval of time.	- Articles are dried according to manufacturer's specifications.	- Able to read manufacturer's label to determine the correct method of drying the articles taken from the washer. - Knowledge of how to operate a wringer and/or clothes dryer. - May need to know how to hang clothes outside to dry.	- Basic reading skills
4. Sorts dried articles according to identification number and/or type.	- Articles are sorted accurately	- Must know which articles go together	
5. Folds and places items in proper storage place.	- Items are stored in proper storage place	- Knowledge of how items are to be folded. - Familiarity with storage place.	

SKILL TRAINER _____ SPECIFIC OCCUPATION Laundry Worker (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
6. May lubricate machines, using a grease gun and an oil can.	- Machine is lubricated and runs smoothly and quietly.	- Ability to use a grease gun and oil can. - Knowledge of small engines necessary to locate correct areas in need of oil. - Knowledge of date of last maintenance check.	
7. May dissolve soap granules in hot water and steam to make liquid soap.	- Liquid is free from granules	- Ability to read label to determine the ratio of water to soap. - Measurement skills.	- Basic reading and measurement skills
8. May mend torn articles, using a needle and thread.	- Articles are free from tears	- Skill at using a needle and thread. - Ability to match color of thread to article being mended.	- Fine motor skills
9. May sort and count articles to verify quantities on laundry lists.	- All articles can be accounted for	- Must be able to count, add and subtract and multiply. - Familiarity with procedure for verifying quantities.	- Basic math skills
10. May soak stained or contaminated articles in neutralizer solution to precondition for washing.	- Stains are removed	- Knowledge of type of stain. - Ability to read and follow directions in preparing the solution and in the proper treatment application.	- Basic reading skills
11. May mix dyes and bleaches according to formula and dye and bleach specified articles.	- Articles are dyed and/or bleached according to specified directions.	- Ability to read and follow directions in preparing dyes and bleaches and in how to apply them to specified articles.	- Basic reading skills

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TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Library Assistant

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Performs routine descriptive cataloging		1 2 3	
2. Files cards in catalog drawers according to the system used		1 2 3	
3. Returns books, periodicals, etc., to the stacks		1 2 3	
4. Answers routine questions and provides general information		1 2 3	
5. Refers persons needing professional assistance to the librarian		1 2 3	
6. Verifies bibliographic information on order requests		1 2 3	
7. Checks books and periodicals in and out		1 2 3	
8. Helps to maintain order and quietness		1 2 3	
9. Helps to keep the library clean and free from clutter		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Library Assistant

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Performs routine descriptive cataloging	- All books and periodicals are cataloged correctly and consistently	- Must be familiar with the various types of literature (i.e., fiction non-fiction, children's literature, etc.)	
2. Files cards in catalog drawers according to the system used	- Cards are filed in order according to the system used	- Know how to alphabetize	
3. Returns books, periodicals, etc., to the stacks	- Filed according to system	- Is familiar with system and can follow it accurately	- Communication & listening
4. Answers routine questions and provides general assistance	- To the person inquirings satisfaction	- Is familiar with the overall format and routine of the library - Must be able to listen to the question and communicate a response	- Communication & listening skills
5. Refers persons needing professional assistance to the librarian	- Relevant and appropriate referrals	- Must be able to listen to the question and make the appropriate referral to the librarian when the need dictates	- Basic reading skills
6. Verifies bibliographic information on order requests	- Information is accurate	- Is able to cross reference information	- Calendar skills
7. Checks books and periodicals in and out	- Accurate due dates stamped	- Knows the procedure for securing a library card - Is able to read a calendar - Charges fines for overdue books - Knows check out policy for the different types of material and assigns due dates accordingly	- Basic math skills
8. Helps to maintain order and quietness	- Library is quiet and in order	- Must promote noiselessness - Knowledge of the libraries rules and regulations	

SKILL TRAINER _____ SPECIFIC OCCUPATION Library Assistant (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
9. Helps to keep the library clean and free from clutter	- Library is clean	- May pick up scraps of paper and return chairs to their proper locations	

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Off-Set Press Operator

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Ink level & control		1 2 3	
a. place ink in ink fountain		1 2 3	
b. adjust thumb screws		1 2 3	
c. adjust fountain roller stroke to low		1 2 3	
d. run ink up on distributor and carrier rollers		1 2 3	
2. Dampener level & control		1 2 3	
a. place dampener solution in fountain		1 2 3	
b. dampen form & distributor rollers		1 2 3	
c. turn fountain solution controls to normal operating position		1 2 3	
d. operate equipment to check operation of:		1 2 3	
1. feed		1 2 3	
2. delivery		1 2 3	
3. dampener system		1 2 3	
4. roller/carrier pressure		1 2 3	
e. adjust if necessary		1 2 3	
3. Paper height & adjustment		1 2 3	
a. place paper on the feed-board		1 2 3	
b. adjust side & rear guides		1 2 3	
c. bring paper height up to separator fingers		1 2 3	
d. adjust pile height		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ (Beginning) TO _____ (Ending)

OCCUPATIONAL JOB TITLE Off-Set Press Operator (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
e. adjust suction to fit paper density		1 2 3	
f. adjust separators to height direction & force		1 2 3	
g. adjust feed rollers		1 2 3	
h. adjust double sheet eliminator		1 2 3	
i. test feeding system		1 2 3	
j. feed sheet up to front guide		1 2 3	
k. adjust slide stop & slide jogger on chute delivery		1 2 3	
l. adjust side stop & side jogger on chain delivery		1 2 3	
m. control pile height regulator		1 2 3	
4. Fasten image carrier to carrier cylinder		1 2 3	
a. place image carrier on carrier cylinder		1 2 3	
b. fasten foot of carrier to carrier		1 2 3	
5. Etch carrier		1 2 3	
a. cover carrier with special etch		1 2 3	
b. remove all gum preservative		1 2 3	
c. lower dampener rollers to image carrier		1 2 3	
6. Adjustment between dampener & ink rollers		1 2 3	
a. lower ink rollers to image carrier		1 2 3	
b. transfer sufficient ink in several revolutions		1 2 3	
		1 2 3	

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2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Off. Set Press Operator (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
7. Transfer of ink film from image carrier to blanket		1 2 3	
a. transfer ink from carrier to blanket		1 2 3	
b. feed single sheet through impression		1 2 3	
c. remove ink & dampener rollers from image carrier		1 2 3	
8. Transfer image from blanket to paper		1 2 3	
a. check image sheet for position		1 2 3	
9. Delivery position of paper		1 2 3	
a. reposition sheet if needed		1 2 3	
b. reset any feeding position adjustment		1 2 3	
c. reset delivery adjustments to correspond with sheet delivery		1 2 3	
d. lock position adjustments into place		1 2 3	
10. Recheck points		1 2 3	
a. redampen & re-ink image carrier		1 2 3	
b. transfer ink film from image carrier to blanket		1 2 3	
c. image several sheets to check balance of fountain soultion & ink		1 2 3	
d. adjust ink and/or fountain solution if needed		1 2 3	
e. adjust blanket/paper pressure if necessary		1 2 3	
11. Cleanup		1 2 3	
a. remove dampener & ink rollers from contact with carrier		1 2 3	
b. run several blank sheets through the equipment		1 2 3	

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WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Off-Set Press Operator (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
c. remove image carrier		1 2 3	
d. clean - blanket		1 2 3	
- image carrier		1 2 3	
- impression cylinder		1 2 3	
e. dispose of image carrier if not needed		1 2 3	
f. to store carrier, clean surface		1 2 3	
g. remove & dispose of all dampening solution in fountain		1 2 3	
h. remove & rinse all cloth or synthetic covered rollers with clear water		1 2 3	
i. clean metal rollers with special cleaner		1 2 3	
j. remove & dispose of all ink in fountain		1 2 3	
k. remove & clean ink fountain		1 2 3	
l. clean rollers by one of the following methods:		1 2 3	
1. remove & clean rollers by hand		1 2 3	
2. place cleanup mat on image carrier cylinder, flush ink from roller		1 2 3	
onto mat with solvent		1 2 3	
3. scrape ink from rollers with roller cleaning defice		1 2 3	
m. remove & clean washup devices & materials		1 2 3	
n. replace rollers & fountain		1 2 3	
o. leave roller night latches on		1 2 3	
p. remove extra paper from feeding system		1 2 3	

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3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Off-Set Press Operator (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
q. remove paper from double-sheet eliminator tray		1 2 3	
r. clean dust & lint from equipment		1 2 3	
s. dispose of waste paper & materials		1 2 3	
12. Maintenance		1 2 3	
a. lubricate all points if necessary		1 2 3	
b. replace all panels & guards		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

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2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Off-Set Press Operator

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Ink level & control			
a. place ink in ink fountain	- no more ink than needed for the job	- where fountain is - what color of ink - what type of ink - how to mix ink - how to read color books - mechanics of putting ink in fountain - how much to put in	
b. adjust thumb screws	- permit even ink flow	- how to screw in to decrease ink & vice versa	
c. adjust fountain roller stroke to low	- must produce a sharp, dark image	- how to adjust - how to read increments	
d. run ink up on distributor & carrier rollers	- have speckled orange peel appearance	- how to turn on machine	
2. Dampener level & control			
a. place dampener solution in fountain	- proportions must be accurate	- how to mix solution - where to locate fountain - what container to mix in	- instructions for mixing on container
b. Dampen form & distributor rollers	- thoroughly dampened	- how to turn on machine	
c. turn fountain solution controls to normal operating position	- should be as low as possible to keep image carrier damp	- locate correct controls - determine what is normal	
d. operate equipment to check correct function	- image must be shart & black	- run machine to check: -feed -delivery -dampener system -roller/carrier pressure -how to adjust, if necessary	

SKILL TRAINER _____ SPECIFIC OCCUPATION Off-Set Press Operator (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
3. Paper height & adjustment			
a. place paper on the feed-board	- watermark right side up	- correct paper size - quantity of paper needed - color of paper - thickness of paper - right side up	
b. adjust side & rear guides	- snug but neither loose nor tight	- how to line up papers with marks - how tight to make adjustment - how to manipulate levers, screws & handles	
c. bring paper height up to separator fingers	- small space between paper and fingers	- how far to raise it - how to manipulate lever	
d. adjust pile height	- so paper will feed	- how to set pile height adjustment	
e. adjust suction to fit paper density	- so paper will feed	- how to locate suction feet over paper	
f. adjust separators to height direction & force	- 1 sheet feeds at a time	- how to adjust	
g. adjust feed rollers	- firm pull on paper	- procedure for adjustment	
h. adjust double sheet eliminator	- accepts only 1 sheet	- procedure for adjustment	
i. test feeding system	- paper feeds correctly	- how to turn on and run machine - how to fine tune if needed	- jogger & side guide not functioning
j. feed sheet up to front guide	- gripper adjusted correctly	- know gripper margin	
k. adjust side stop & side jogger on chute delivery	- must form a side guide	- how to adjust side guide	

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SKILL TRAINER _____ SPECIFIC OCCUPATION Off-Set Press Operator (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. adjust side stop & side jogger on chain delivery	- must form a side guide	- how to adjust side guide	
m. control pile height regulator	- paper delivered correctly	- how to adjust knob - understand increment markings	
4. Fasten image carrier to carrier cylinder			
a. place image carrier on carrier cylinder		- know which cylinder is the carrier cylinder - know which image carrier -metal -paper - how to attach it	
b. fasten foot of carrier to carrier	- must be secure	- how to release pin bar - how to insert plate - how to tighten pin bar down	
5. Etch carrier			
a. cover carrier with special etch (paper)	- must be damp	- how to locate carrier - how to prime it - how to mix etch - what bottle to mix in - how to attach to machine - process for applying	Use of: - etching solution - instructions on container
b. remove all gum preservative (metal)	- must remove all	- which carrier to use it on - select correct solution - process for applying to carrier	Use of: - fountain solution - cotton pad
c. lower dampener rollers to image carrier		- how to manipulate lever	

SKILL TRAINER _____ SPECIFIC OCCUPATION Off-Set Press Operator (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
6. Adjustment between dampener and ink rollers & image carrier			
a. lower ink rollers to image carrier		- how to manipulate correct lever	
b. transfer sufficient ink	- turn several revolutions	- turn machine on	
7. Transfer of ink film from image carrier to blanket			
a. transfer ink from carrier to blanket		- how to manipulate correct image	
b. feed single sheet through impression			
c. remove ink & dampener rollers from image carrier			
8. Transfer image from blanket to paper			
a. image sheet checked for position	- must be positioned correctly	- what position is correct - how to adjust if necessary	
9. Recheck position of paper	- must be tight after adjustments		
a. determine if paper needs to be repositioned			
b. reset any feeding position adjustment			
c. reset delivery adjustments to correspond with sheet delivery			
d. lock position adjustments into place			

SKILL TRAINER _____ SPECIFIC OCCUPATION Off-Set Press Operator (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
10. Recheck points			
a. carrier redampened & re-inked	- all must be correctly adjusted to insure a sharp, dark image in correct position on sheet		
b. ink film transferred from image carrier to blanket			
c. several sheets imaged to check balance of fountain's solution & ink			
d. ink and/or fountain solution adjusted if needed			
e. adjust blanket/paper pressure if necessary			
11. Clean up			
a. remove dampener & ink rollers from contact with carrier		- know which lever to move	
b. run several sheets blank paper through the equipment	- remove most of the ink		
c. remove image carrier		- how to release pin bed	
d. clean -blanket -image carrier -impression cylinder	- absolutely clean	- use of special cleaner - process for cleaning	Use of: - blanket cleaner - rag

SKILL TRAINER _____ SPECIFIC OCCUPATION Off-Set Press Operator (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
e. dispose of image carrier if not needed		- where to dispose of	
f. to store carrier, clean surface	- completely coated	- how to use cleaner - how to mix gum & water solution - how to brush off excess	Use of: - plate cleaner - cotton pad - instructions on container
g. remove & dispose of all dampening solution in fountain	- so fountain is empty	- how to locate drain - empty into discard bottle	
h. remove & rinse all cloth or synthetic covered rollers with clear water	- absolutely clean - free of dried fountain solution	- how to remove rollers - how to release hook - know to set on end to dry	
i. clean metal rollers	- absolutely clean - free of dried fountain solution	- how to use solution - how to rotate rollers in press	Use of: - roller wash - rag
j. remove & dispose of all ink in fountain	- must not leave a mess	- what to use to remove it - how to properly dispose of it	Use of putty knife
k. remove & clean ink fountain	- absolutely clean	- how to remove fountain - use of solution	Use of: - roller wash - rag
l. clean rollers by -remove rollers & clean by hand -place cleanup mat on image carrier cylinder flush ink from rollers onto mat with solvent -use roller squegee to scrape disolved ink from rollers	- must be clean	- how to remove rollers - where to find clean up mat - how to place mat on image carrier - use of solvent to flush ink - technique for scraping ink	Use of: - roller cleaner - roller squegee

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SKILL TRAINER _____ SPECIFIC OCCUPATION Off-Set Press Operator (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
m. remove & clean washup devices & materials	- area is neat		
n. replace rollers & fountains		- how to replace rollers & fountains	
o. leave roller night latches on		- how to locate roller night latches	
p. remove extra paper from feeding system		- where to put extra paper	
q. remove paper from double-sheet eliminator's tray		- where to put extra paper	
r. clean dust & lint from equipment		- what to clean dust & lint with	
s. dispose of waste paper & materials			
12. Maintenance			
a. lubricate all points if necessary	- all points lubricated - oil or grease sparingly	- where to locate supplies - where to lubricate - how much to apply - access to the points	Use of: - oil - oil can - grease - Able to read instruction manual
b. replace all panels & guards		- know procedure for replacing panels & guards	

TRAINING PLAN

(121)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Parts Clerk

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Receives and examines incoming stock to verify receipt of items on requisition or invoice.		1 2 3	
2. Stores stock in designated areas according to style, size, type of material and/or demand.		1 2 3	
3. Fills orders or issues spare and replacement parts, equipment and expendable items.		1 2 3	
4. May take inventory of parts and equipment and maintain inventory records.		1 2 3	
5. May drive a truck to pick up incoming stock or to pick up and deliver parts to units in other buildings or locations.		1 2 3	
6. May sell parts to customers.		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Parts Clerk

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Receives and examines incoming stock to verify receipt of items on requisition or invoice.	- All items have been accurately examined and accounted for.	- Must be able to count, add, subtract and multiply. - Ability to read requisitions and invoices. - Knowledge of the procedure to follow to report damages or incorrect orders.	- All tasks require some degree of basic math and reading mastery
2. Stores stock in designated areas according to style, size, type of material, and/or demand.	- All parts are stored in the proper location neatly	- Must be familiar with store and/or warehouse layout. - Must be able to use a push dolly and/or a fork lift truck.	- May require some physical strength
3. Fills orders or issues spare and replacement parts, equipment and expendable items.	- Supplies are adequate to meet customer demand at all times.	- Must monitor customer demand to assure an adequate supply of parts on hand in the warehouse. - Must be able to read, count, add, subtract and multiply.	- Basic math and reading skills
4. May take inventory of parts and equipment and maintain inventory records.	- All parts have been accounted for	- Must be able to count, add, subtract and multiply. - Ability to read. - Knowledge of the correct forms to use to maintain inventory records. - Legible handwriting.	- Good math and handwriting skills
5. May drive a truck to pick up incoming stock to to pick up and deliver parts to units in other buildings or locations.	- Safety and compliance to all traffic rules and regulations	- Must be able to read to secure a driver's and/or a chauffeur's license. - Must demonstrate skill in operating a motor vehicle. - May need to be able to read and follow a road map.	- Basic map skills - May require physical strength

SKILL TRAINER _____ SPECIFIC OCCUPATION Parts Clerk (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
6. May sell parts to customers.	- To customer satisfaction	- Must be knowledgeable as to the use, function, availability and cost of each part. - Must be able to communicate with others effectively. - Must be able to collect the correct amount of money and issue change when needed.	- Basic communication skill

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Painter

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Figures amount of material needed and estimates cost		1 2 3	
2. Orders materials		1 2 3	
3. Erects scaffolding or sets up ladders to perform tasks above reach		1 2 3	
4. Prepares surfaces for painting		1 2 3	
5. Applies coats of paint, varnish, stain, enamel, or lacquer to decorate and/or protect interior or exterior surfaces		1 2 3	
		1 2 3	
6. Applies paint to create special effects		1 2 3	
7. Cleans and removes all tools, equipment and materials from the job site		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

_____ _____
WORK EXPERIENCE INSTRUCTOR TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Painter

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Figures amount of material needed and estimates cost	- Accurate measurements and cost figures	- Must be able to measure and figure area given a blueprint or by using a tape measure - Must be able to figure cost given the area and price of materials	- Basic math skills - Know where to go to obtain accurate cost figures
2. Orders materials	- Necessary materials must arrive on time for job completion	- Knowledge of job schedules and deadlines - Knowledge of premixed paints, or mixes required to prepare paint that matches specified colors along with necessary oil, thinning, and drying sybstances - Know how to place an order with a salesperson or on an order form	- Communication skills - Legible handwriting and/or typing skills
3. Erects scaffolding or sets up ladders to perform tasks above reach	- Must be safe	- Must know the proper procedure and placement of scaffolding and ladders to assure safety	- Must have the physical strength to manipulate the heavy equipment
4. Prepares surfaces for painting by smoothing surfaces, removing old paint, and filling nail holes, cracks, and joints	- Must be smooth to the touch	- Must know how and when to use sandpaper, brushes, and steel wool to remove old paint - Must know how to use paint remover, a scraper, wire brush, or blowtorch to prepare surfaces for painting - Must know how to use putty, plaster or other fillers - Must be able to read the product labels and follow the directions	- Must have the physical skills to use tools and equipment necessary for this task - Basic reading skills

SKILL TRAINER _____ SPECIFIC OCCUPATION Painter (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
5. Applies coats of paint, varnish, stain, enamel, or lacquer to decorate and/or protect interior or exterior surfaces	- To owner or architect's approval	- Must be able to read labels and follow directions for correct and safe usage of products - Must know how to prepare paint to match specified colors - Must be able to choose the correct tools for application of these products	- Basic reading skills - Must have the physical skills to use tools and equipment necessary for this task
6. Applies paint to create special effects or to simulate wood grain, marble, brick, or tile effects	- To owner or architect's approval	- Must be able to read labels and follow directions for correct and safe usage of products - Must know how to prepare products to create special effects - Must know how to prepare products to simulate wood grain, marble, brick, or tile effects - Must be able to use the correct tools to attain the desired effect	- Basic reading skills - Must have the physical skills to be able to use the tools and equipment necessary for this task
7. Cleans and removes all tools, equipment and materials from the job site	- To owner or architect's approval	- Must be able to read labels and follow directions for correct and safe usage of cleaning products	- Basic reading skills

TRAINING PLAN

(127)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Plumber Apprentice

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Figures amount of material, supplies and equipment needed with labor, expenses, then		1 2 3	
estimates cost		1 2 3	
2. Orders materials		1 2 3	
3. Installs bath plumbing systems in manufactured buildings according to blueprints		1 2 3	
4. Cuts copper pipe according to the size and quality specifications		1 2 3	
5. Marks locations and bores holes in floor joists for pipes		1 2 3	
6. Selects and inserts the precut pieces of copper tubing and fitting in holes		1 2 3	
7. Connects tubing and fitting using solder paste or a solder and torch		1 2 3	
8. Carries plumbing fixtures to the designated area		1 2 3	
9. Squares tubing projecting through the floor to insure a snug fit		1 2 3	
10. Solders fixtures to tubing		1 2 3	
11. Squares fixtures with a level		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Plumber Apprentice

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Figures amount of material, supplies and equipment needed and with labor expenses, then estimate cost	- Accurate measurements and cost figures	- Must be able to read a blueprint to determine the type of plumbing system required - Must be able to figure cost given prices and measurements	- Basic math skills - Know where to go to obtain accurate cost figures
2. Orders materials	- Necessary materials [illegible] arrive on time [illegible] job completion a[illegible]ated in the plans and specifications	- Knowledge of job schedules and deadlines - Know how to place an order with a salesperson or on an order form	- Communication skills - Legible handwriting and/or typing skills
3. Installs bath plumbing systems in manufactured buildings according to blueprints	- To plumber's approval	- Must be able to read and follow directions - Must be familiar with plumbing and safety codes	- Protective head gear may be required on occasion
4. Cuts copper pipe according to the size and quality specifications	- Precise measurements	- Must be able to read the specifications to determine the size and quality of the copper pipe - Must be able to accurately measure and cut the pipe accordingly	- Basic measurement skills
5. Marks locations and bores holes in floor joists for pipes	- Reliable markings	- Must know how and when to use a tape measure, template, and power auger	
6. Selects and inserts the precut pieces of copper tubing and fittings in holes	- To plumber's approval	- Must be able to read blueprints to select the correct precut pieces of copper tubing to be fit in holes	
7. Connects tubing and fittings using solder paste or a solder and torch	- To plumber's approval	- Must know how and when to use solder paste and a solder and torch	

SKILL TRAINER _____ SPECIFIC OCCUPATION Plumber Apprentice (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
8. Carries plumbing fixtures to the designated area	- To plumber's approval	- Must be able to read blueprints and be familiar with terminology to match the fixture to the designated area.	- Must have the physical strength to carry the fixtures to the designated areas.
9. Squares tubing projecting through the floor to insure a snug fit.	- Snug fit around tubing	- Must know how and when to use a square, a wedge, and a hammer	
10. Solders fixtures to tubing	- To plumber's approval	- Soldering experience, skill and safety knowledge	
11. Squares fixtures with a level	- Level fixtures	- Must know how and when to use a level	

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Retail Sales

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Sells products to dealers and/or individual customers.		1 2 3	
2. Receives cash or checks from customers in person or by mail		1 2 3	
3. Issues change.		1 2 3	
4. Completes credit card charge transactions for customers using a charge plate.		1 2 3	
5. Issues receipts for proof of payment.		1 2 3	
6. Makes refunds or issues credit to customers with purchases to return.		1 2 3	
7. Marks regular prices on items and figures sale prices when appropriate.		1 2 3	
8. Prepares periodic special or ongoing inventory of stock.		1 2 3	
9. Orders items to meet customer demand.		1 2 3	
10. May determine methods of storage, identification, and stock location.		1 2 3	
11. May move stock from storeroom to the sales floor for display.		1 2 3	
12. May be required to keep a time card by hand or by punching a time clock.		1 2 3	
13. Compares totals on cash register with amount of currency, checks and charge slips in register to verify balances.		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Retail Sales (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
14. Endorses checks and totals cash along with checks for bank deposit.		1 2 3	
15. May prepare bank deposit slips.		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Retail Sales

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Sells products to dealers and/or individual customers.	- To dealer and/or customer satisfaction	- Must have knowledge of product. - Must have good communication skills.	- Assertiveness
2. Receives cash or checks from customers in person or by mail.	- Collect the correct amount of money	- Must be able to count money and make change accurately. - Must be familiar with the check writing process and the company's check policy.	- Employee honesty is always necessary whenever money is involved.
3. Issues change.	- Must be accurate	- Must be able to count money and make change accurately.	- Basic money skills
4. Completes credit card charge transactions for customers using a charge plate.	- Must be accurate and legible	- Must be familiar with the necessary procedures and forms. - Must check the customer's identification, credit rating, and the card's expiration date. - Must have legible handwriting skills.	- Legible handwriting
5. Issues receipts for proof of payment.	- Receipts are for the amount of purchase plus tax when appropriate	- Must know item cost and how to figure tax. - Ability to operate a cash register may be necessary.	- Basic math skills
6. Makes refunds or issues credit to customers with purchases to return.	- To customer's satisfaction and in compliance with company policy	- Knowledge of company policy regarding returned goods. - Ability to fill out the necessary forms. - Must be able to count money when a cash refund is necessary.	- Basic money skills

SKILL TRAINER _____ SPECIFIC OCCUPATION Retail Sales (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
7. Marks regular prices on items and figures sale prices when appropriate.	- All items are marked accurately and legibly	- Must be able to read and follow a price book. - May need to be able to figure percentages when marking sale items. - Ability to subtract a percentage of the regular price when figuring discounts on sale items.	
8. Prepares periodic special, or ongoing inventory of stock.	- All items have been accounted for.	- Must be able to count, add, subtract and multiply. - Ability to read. - Knowledge of proper forms to use. - Legible handwriting.	- Basic reading and math skills and legible handwriting
9. Orders items to meet customer demands.	- Articles arrive on time and as specified on the order form	- Must be able to fill out a requisition form and/or a purchase order to keep the stock sufficient to meet customer demands. - Legible handwriting.	- Legible handwriting
10. May determine methods of storage, identification and stock location.	- Items must be stored neatly and usefully.	- Must be able to organize items for easy access based on turnover and floor load capacity. - Must be familiar with the storage room layout.	- Organizational skills
11. May move stock from storeroom to the sales floor for display.	- Displays must be neat and appealing to customer	- Must be familiar with the store layout. - May need to operate small equipment such as a push dolly.	- May require some physical strength

SKILL TRAINER _____ SPECIFIC OCCUPATION Retail Sales (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
12. May be required to keep a time card by hand or by punching a time clock.	- Time must be accurately recorded and totaled	- Must be able to tell time. - Knowledge of work schedule - starting and stopping times and scheduled breaks. - Must be able to add and subtract. - Must be able to legibly and accurately record time on a time card or be able to operate a time clock.	- Employee honesty is needed when a time card must be filled out manual
13. Compares totals on cash register with amount of currency, checks and charge slips in register to verify balances.	- Must be accurate	- Must be able to accurately count money. - Knowledge of how to balance a cash register. - Must be able to add and check figures. - May need to operate a calculator or adding machine.	- Basic money and addition skills
14. Endorses checks and totals cash along with checks for bank deposit.	- Checks must be correctly endorsed and the bank deposit complete and accurate	- Must know how to correctly endorse checks. - Must be able to add columns of numbers. - May need to operate a calculator and/or an adding machine.	- Basic money and math skill
15. May prepare bank deposit slips.	- Must be accurate and legible	- Knowledge of the proper form to use and procedure to follow to prepare the deposit slips. - Must be able to print neatly. - Must be able to add columns of numbers.	- Basic math and banking skills with legible handwriting
16. Operates small equipment such as a cash register, calculator and/or an adding machine.	- Must be free from errors	- Skill and accuracy in equipment operation is necessary.	- Manual dexterity to operat small equipment.

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Secretary

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
Receptionist		1 2 3	
1. Meet people who come to office		1 2 3	
2. Answer telephone		1 2 3	
3. Place outgoing calls		1 2 3	
4. Be a go-between for employer		1 2 3	
5. Gives information to callers		1 2 3	
Clerical		1 2 3	
1. Read, sort & organize incoming mail		1 2 3	
2. File papers of many types so you can find them promptly		1 2 3	
3. Type materials from your employers long-hand or rough notes		1 2 3	
4. Type materials to be printed		1 2 3	
5. Prepare outgoing mail		1 2 3	
Secretarial		1 2 3	
1. Take dictation		1 2 3	
2. Transcribe dictation notes on typewriter		1 2 3	
3. Compose letters		1 2 3	
4. Assist in preparing reports		1 2 3	
5. Take & type minutes of meetings		1 2 3	
6. Prepare budgets & payroll		1 2 3	
7. Keep financial records & expense accounts		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Secretary (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
Managerial		1 2 3	
1. Make appointments for employer and keep track of them		1 2 3	
2. Arrange materials needed during conferences		1 2 3	
3. Order supplies & equipment for the office		1 2 3	
4. Make hotel reservations & travel arrangements		1 2 3	
5. Supervise other employees		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
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		1 2 3	
		1 2 3	

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2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Secretary

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
	For all Areas: Confidentiality		For all Areas: Consideration of other employees
Receptionist:			
1. Meet people who come to office	- Must be pleasant in voice and appearance - Be alert		- Good grooming
2. Answer telephone	- Pleasant voice - Record information accurately	- Knowledge of mechanics of phone system - Procedures for its use	- Stay calm so as to listen & record carefully
3. Place outgoing calls	- Pleasant voice	- Same as #2 - List of phone numbers	- Conciseness - Good listening skills
4. Be a go-between for employer	- Must be diplomatic		- Ability to make judgement decisions
5. Give information to callers	- Accuracy - Discreteness		
Clerical:			
1. Read, sort and organize incoming mail	- Must be correct	- Knowledge of who should receive what mail	- Who is employed there & what their jobs are
2. File papers of many types so you can find them promptly	- Correct filing	- Organization of the filing system	- Alphabet and number systems
3. Type materials from your employer's longhand or rough notes	- Accurate typing - Neatness	- Ability to construct sentences, paragraphs, etc. - Use of typewriter	- Basic English
4. Type materials to be printed	- 100% accuracy - Correct format - Neatness	- Knowledge of format - Use of typewriter	- Good English skills

SKILL TRAINER _____ SPECIFIC OCCUPATION Secretary (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
5. Prepare outgoing mail	- 100% correct addresses - Correct postage - Neatness	- Know who to mail to - What to mail - Postage rates - Use of addressing machine - Where to locate addresses - Postal zone stickers for bulk mailing - Use of postage meter	
Secretarial:			
1. Take dictation	- Accuracy - Legibility	- Know shorthand	- Spelling
2. Transcribe notes on typewriter	- Accuracy - Neatness	- Read shorthand - Use of typewriter	- Good English - May use dictaphone
3. Compose letters	- Must read so receiver understands	- Letter format - Content matter	- Correct English
4. Assist in preparing reports	- Information must be accurate	- Use of office equipment to prepare & duplicate	
5. Take and type minutes of meetings	- Information must be accurate and complete - Accurate typing	- What to include in minutes - Use of typewriter	- May use shorthand
6. Prepare budgets	- 100% accuracy	- Access to budget guidelines - Know system for computing them	- Basic accounting - Use of calculator
7. Prepare payroll	- 100% accuracy	- Salaries - Payroll deductions - Record keeping system - How to write checks and dispense	- Good math skills - Use of calculator
8. Keep financial records and expense accounts	- Completeness - 100% accuracy	- Know what, when and where to make entries	- Bookkeeping/accounting skills - Use of calculator

SKILL TRAINER _____ SPECIFIC OCCUPATION Secretary (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
Managerial:			
1. Make appointments for employer and keep track of them	- Accuracy - Legibility	- Needs of employer - Availability of his/her time	- Use of appointment book
2. Arrange materials needed for meetings, etc.	- Completeness	- What, when, where, how many data - Where to obtain needed materials	
3. Order supplies and equipment for the office	- Efficient enough to not run out	- How much to order - Where to order - How to order - Cost factors and budget lines	- Inventory procedures
4. Make hotel reservations and travel arrangements	- 100% accuracy	- Know: -dates -schedules -cost factors -choices of accomodations -procedure for making and confirming reservations	
5. Supervise other employees	- Must insure efficient operation of supervised area	- Work schedules - Responsibilities of other employees	- People management skills

TRAINING PLAN

(140)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Shipping & Receiving Clerk

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Compare identifying information & count, weigh, or measure items of incoming or outgoing shipments to verify against bills		1 2 3	
of lading, invoices, orders or other records		1 2 3	
2. Determine method of shipment		1 2 3	
3. Assemble or select containers		1 2 3	
4. Insert item into container		1 2 3	
5. Nail covers on wooden crates & bind containers with metal tape		1 2 3	
6. Stamp, stencil, or glue identifying information & shipping instructions onto crates or containers		1 2 3	
7. Post weights, shipping charges & affix postage		1 2 3	
8. Unpack & examine incoming shipments		1 2 3	
9. Reject damaged items		1 2 3	
10. Record shortages		1 2 3	
11. Correspond with shipper to rectify damages & shortages		1 2 3	
12. Route items to departments		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Shipping & Receiving Clerk (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
13. May operate tier lift truck or use hand truck to move, convey, or hoist shipments from shipping & receiving platform to storage or work area		1 2 3	
		1 2 3	
14. May direct others in preparing outgoing & receiving incoming shipments		1 2 3	
15. May receive damaged or defective goods returned to establishment		1 2 3	
16. May receive unsold goods		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

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2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Shipping & Receiving Clerk

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
Shipping:			
1. Use invoices, orders, etc., to compare with items to be shipped	- Accuracy	- Know format of forms -receiving records -purchase orders -packing slips -invoices - How to locate items to be shipped	
2. Determine method of shipment	- Must be economical - Dependable	- Shipping procedure - Shipping routes - Who to address to	- How to find shipping zones - Invoice or order will tell
3. Assemble or select containers	- Appropriate size and strength of container	- Choices of containers - Size and weight of items to be shipped	- Understanding of weights and measurements
4. Insert item into container	- Packed securely	- When to use -spacers -fillers -protective padding - Where to locate those materials	
5. Nail covers on wooden crates or bind containers with tape	- Must be secure	- Choice of kind of tape -metal -packing -scotch -paper	- Use of hammer, nails, strapping machine
6. Attach shipping information onto crates or containers	- Attached securely	- Exactly what information needs to go on - Where and how many places it needs to be - How to weatherproof the information	

SKILL TRAINER _____ SPECIFIC OCCUPATION Shipping & Receiving Clerk (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
7. Post weights shipping charges and affix postage	- Accurate	- How much it weights - How to determine shipping charges - How much postage - How and where to post information for own records	- Use of scales - Know pounds and ounces - Postal zones - Ability to read charts - Use of postage meter
Receiving: 8. Unpack and examine incoming shipments		- How to dispose of packing materials - Procedure for accounting for incoming materials - Know format of forms -receiving records -purchase orders -packing slips -invoices	- Use orders, invoices, etc.
9. Reject damaged items	- Identify all damaged materials	- Guidelines for determining damaged materials	- Understanding of what makes materials unacceptable
10. Record shortage	- 100% accuracy	- Where to record - What specific information to record	- Ability to accurately transfer information
11. Correspond with shipper to rectify damages and shortages	- Complete resolutions	- Who to correspond with - Need for urgency (write vs. phone) - Whether to ask for re-shipping or reimbursing	

SKILL TRAINER _____ SPECIFIC OCCUPATION Shipping & Receiving Clerk (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
12. Route items to departments	- Accuracy - Promptness	- Know names, departments, buildings to route to - Know procedure for actual delivery	
13. May operate tier-lift or handtruck to move materials		- How to operate tier-lift - Safety procedures	- Read operator's manual
14. May direct others in preparing outgoing and receiving incoming shipments	- Workers must understand what is expected of them	- Good communication skills	
15. May receive damaged or defective goods returned to establishment	- Accuracy of information	- What to do with returned damaged goods - Procedures for reconciling records	
16. May receive unsold goods	- Accuracy of information	- What to do with returned unsold goods - Procedures for reconciling records	

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Short Order Cook

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
Perform Customer Service Functions		1 2 3	
1. Accept & record payment		1 2 3	
2. Operate cash register		1 2 3	
3. Operate adding machine to total bill		1 2 3	
4. Record charge card purchases		1 2 3	
5. Serve beverages other than cocktails		1 2 3	
6. Make proper change		1 2 3	
Cleaning & Maintaining Kitchen Equipment		1 2 3	
1. Clean & maintain kitchen equipment		1 2 3	
2. Clean & sanitize entire kitchen area		1 2 3	
3. Wash dishes & utensils by hand		1 2 3	
4. Wash dishes & utensils by machine		1 2 3	
5. Clean & polish shelves & service areas		1 2 3	
6. Clean & maintain serving area equipment		1 2 3	
7. Clean & maintain serving area environment		1 2 3	
8. Perform other duties necessary for compliance with health & cleanliness regulations		1 2 3	
Ordering Kitchen Supplies		1 2 3	
1. Order, store & inventory supplies		1 2 3	
2. Order, store & inventory food		1 2 3	
3. Receive, check & report shipments		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Short Order Cook (Cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
4. Requisition dining room supplies		1 2 3	
Prepare For Customer Service		1 2 3	
1. Replentish condiments		1 2 3	
2. Supply service bar with food		1 2 3	
3. Fill beverage dispensers		1 2 3	
Prepare For Cooking Activities		1 2 3	
1. Convert recipe to larger or smaller product		1 2 3	
2. Weigh & measure ingredients properly		1 2 3	
3. Prepare & use garnishes		1 2 3	
4. Slice meats by hand & by slicing machine		1 2 3	
5. Trim, cut & shred fruits and vegetables		1 2 3	
6. Prepare glazes		1 2 3	
7. Arrange food for buffet service		1 2 3	
8. Cut, trim and bone meats & fish		1 2 3	
9. Prepare speciality dishes at patron's table		1 2 3	
Perform Cooking Activities		1 2 3	
1. Cook & prepare cake-type desserts & pies		1 2 3	
2. Cook & prepare pudding, gelatin, fruit and custard desserts		1 2 3	
3. Make & prepare sandwiches		1 2 3	
4. Prepare beverages (hot & cold)		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Short Order Cook (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
5. Cook/prepare dehydrated or concentrated foods		1 2 3	
6. Cook/prepare meat		1 2 3	
7. Cook/prepare fish		1 2 3	
8. Cook/prepare fowl		1 2 3	
9. Cook/prepare cereals (hot & cold)		1 2 3	
10. Cook/prepare eggs		1 2 3	
11. Cook/prepare soups		1 2 3	
12. Cook/prepare quick breads		1 2 3	
13. Cook/prepare cookies		1 2 3	
14. Cook/prepare fruits		1 2 3	
15. Cook/prepare vegetables		1 2 3	
16. Cook/prepare salads		1 2 3	
17. Cook/prepare salad dressings		1 2 3	
18. Cook/prepare gravies & sauces		1 2 3	
19. Cook/prepare fancy pastries		1 2 3	
Organize & Plan		1 2 3	
1. Plan menu		1 2 3	
2. Plan cooking schedule		1 2 3	
3. Organize schedule		1 2 3	
4. Supervise dining room personnel		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Short Order Cook (cont.)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
5. Assign & schedule work tasks		1 2 3	
6. Inspect dining rooms & work stations		1 2 3	
7. Coordinate overall personnel functions		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
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*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Short Order Cook

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Customer Service Functions a. Accept & record payment b. Operate cash register c. Operate adding machine to total bill d. Record charge card purchases e. Service beverages other than cocktails f. Handle complaints g. Make proper change	- 100% accuracy - Need to satisfy customer	- Know how much & where to record - Mechanics of operating the cash register - Mechanics of operating an adding machine - Know where to record and which cards are acceptable - Know sizes and costs - Know procedure	- Procedures for correcting errors - Math procedures - Format of credit card purchase slips - Value of each coin and bill
2. Cleaning & Maintaining Kitchen Equipment a. Clean and maintain kitchen equipment b. Clean & sanitize entire kitchen area c. Wash dishes & utensils by hand d. Wash dishes & utensils by machine e. Clean & polish shelves & service areas f. Clean & maintain serving area equipment g. Clean & maintain serving area environment h. Perform other duties necessary for compliance with health & cleanliness regulations	- Must be absolutely clean - Do: -grills -cooking line -all stainless steel -stoves and ovens -floors -fryers -walls-once a month - Clean & sterilize - Must be absolutely clean - Clean: -coffee pots -ice cream machine -refrigerators -pop machines -tables - booths -condiment containers -chairs -windows -bathrooms	- Know schedule, cleaning solutions, procedures - Know who to report broken equipment to - Know: -sanitizing procedure -how to clean filters -how often to clean - Know rinsing process - Know mechanics of operating the machine, know cleaning soaps and how much to use - Know general clean up procedures - Appropriate cleaning solutions and equipment for each area - Know health regulations	- Use a "clean as you go" policy - May sharpen knives - Use of: -sanitizers -stainless steel cleaner -degreaser (instructions on containers) - Use of cleaning solutions

SKILL TRAINER _____ SPECIFIC OCCUPATION Short Order Cook (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
3. Ordering Kitchen Supplies a. Order, store, and inventory supplies b. Order, store, and inventory food c. Receive, check and report shipments d. Requisition dining room supplies	- Complete list to last until next order date -perishables ordered daily - Accuracy-discrepancies should be reported to driver or salesman	- Know inventory system and how often to inventory - Know how to unload shelve and check invoice	
4. Prepare for Customer Service a. Replentish condiments b. Supply service bar with food c. Fill beverage dispensers	- Must be clean when finished - Must have adequate supply as needed	- Know how much to prepare beforehand - Know mechanics of dispensers and proportions of beverage syrups	
5. Prepare for Cooking Activities a. Convert recipes to larger or smaller product b. Weigh & measure ingredients properly c. Prepare & use garnishes d. Slice meats by hand and by slicing machine e. Trim, cut and shred fruits & vegetables f. Arrange food for buffet service g. Cut, trim and bone meats and fish	- Must be accurate - Must have eye appeal - Right serving size-sliced neatly	- Know conversion methods - Know how much product is needed - Operation of slicing machine - Know serving size - Know how course or fine finished product should be	- Know liquid and weight measures and fractions - Safety precautions in use of slicing machine & knives

SKILL TRAINER _____ SPECIFIC OCCUPATION Short Order Cook (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
6. Perform Cooking Activities a. Cook & prepare cake-type desserts & pies b. Cook & prepare pudding, gelatin, fruit & custard desserts c. Make & prepare sandwiches d. Prepare beverages (hot and cold) e. Cook/prepare dehydrated or concentrated foods f. Cook/prepare meat g. Cook/prepare fish h. Cook/prepare fowl i. Cook/prepare cereals (hot & cold) j. Cook/prepare eggs k. Cook/prepare soups l. Cook/prepare quick breads m. Cook/prepare cookies n. Cook/prepare fruits o. Cook/prepare vegetables p. Cook/prepare gravies & sauces q. Cook/prepare salads r. Cook/prepare salad dressings s. Cook/prepare fancy pastries	For all Foods: - Good eye appeal - Serving portions accurate - Good quality - Fresh - Foods, hot or cold, as appropriate	For all Foods: - Must know: -cooking time - cooking temperatures (in food and in ovens) -recipes -proper equipment -proportions -substitutions	For all Foods: - Must follow recipes - Be safety conscious in the following areas: -knives -slicers -ovens -fryers -steam tables -electrical equipment -fire hazards -hot water -sternos -slick spots on floors

SKILL TRAINER _____ SPECIFIC OCCUPATION Short Order Cook (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
7. Organize & plan a. Plan menu b. Plan cooking schedule c. Organize efficient work plan d. Supervise dining room personnel e. Assign & schedule work tasks f. Inspect dining rooms & work stations g. Coordinate overall personnel functions		- Know events & numbers to plan for - Know of any special needs - Know: -what is to be cooked -who is working -when food is needed -how long it takes to prepare each product - Know schedules & tasks	- Know basic nutrition - Need ability to communicate and to work together
8. Personal Hygiene a. Nails b. Hair c. Shoes d. Hands e. Clothing	- Clean - Must wear hair restraint (hat or net) - No open toes - Hands washed in sanitizing solution - May be required to wear white		

TRAINING PLAN (153)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Stock Clerk

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition or invoices.		1 2 3	
2. Examines stock for damages and verification of order.		1 2 3	
3. Stores articles in bins, on floor, or on shelves according to style, size, or type of material.		1 2 3	
4. Fills orders or issues supplies from stock.		1 2 3	
5. Prepares periodic, special, or ongoing inventory of stock.		1 2 3	
6. Requisitions articles to fill incoming orders.		1 2 3	
7. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage		1 2 3	
to stock, location changes, and refusal of shipments.		1 2 3	
8. May mark identifying codes, figures or letters on articles.		1 2 3	
9. May distribute stock among production workers, keeping records of material issued.		1 2 3	
10. May determine methods of storage, identification and stock location.		1 2 3	
11. May be required to keep a time card by hand or by punching a time clock.		1 2 3	
12. May move or transport material or supplies to other departments, using hand tools or an industrial truck.		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

_____ _____
WORK EXPERIENCE INSTRUCTOR TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Stock Clerk

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Counts, sorts, or weighs incoming articles to verify receipt of items on requisition on invoices.	- Accuracy is a must	- Must be able to count, add, subtract and multiply. - Knowledge of measurement. - Ability to read.	- All areas require basic reading and math skills and many will necessitate good handwriting skills.
2. Examines stock for damages and verification of order.	- All items have been examined and accounted for.	- Ability to read order - Knowledge of the procedure to follow to report damages or incorrect orders.	
3. Stores articles in bins, on floor, or on shelves, according to style, size, or type of material.	- All articles are stored in the proper locations neatly	- Must be familiar with store and storage room layout. - Must be able to use a push dolly.	- May require some physical strength
4. Fills orders or issues supplies from stock.	- Supplies are adequate to meet customer demand at all times	- Must check display inventory against warehouse inventory. - Ability to read, count, add and multiply.	
5. Prepares periodic special, or ongoing inventory of stock.	- All articles have been accounted for	- Must be able to count, add, subtract, and multiply. - Ability to read. - Knowledge of the correct forms to use. - Legible handwriting.	
6. Requisition articles to fill incoming orders.	- Articles arrive on time and as specified on the order form	- Must be able to fill out a requisition form accurately and legibly after determining the amount based on projected demand and amount in stock.	

SKILL TRAINER _____ SPECIFIC OCCUPATION Stock Clerk (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
7. Compiles reports on use of stock handling equipment, adjustments of inventory counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments.	- Information must be accurate and verifiable	- Knowledge of the correct forms and procedures to follow to compile necessary reports. - Legible handwriting. - Ability to read. - Must be familiar with company policy and system of operation.	
8. May mark identifying codes, figures or letters on articles.	- All articles are marked correctly	- Must be able to read and follow a price book. - Must be able to follow marking instructions. - Must be able to operate marking instruments.	
9. May distribute stock among production workers, keeping records of material issued.	- All items can be accounted for and are in the proper location based on demand	- Familiarity with record keeping requirements - Legible handwriting. - Ability to read, count, add, subtract and multiply.	
10. May determine methods of storage, identification and stock location.	- Items must be stored neatly and usefully	- Must be able to organize materials for easy access taking into consideration temperature, humidity, height, weight, turnover and floor load capacity. - Must be able to judge the size of the space required for storage.	
11. May be required to keep a time card by hand or by punching a time clock.	- Time must be accurately recorded and totaled	- Must be able to tell time. - Knowledge of work schedule-starting and stopping times and scheduled breaks. - Must be able to legibly and accurately record time on a time card and/or operate a time clock.	- Employee honesty is needed when a time card must be filled out manually

SKILL TRAINER _____ SPECIFIC OCCUPATION Stock Clerk (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
12. May move or transport material or supplies to other departments using hand tools or an industrial truck.	- Displays must be neat and appealing to the customer	- Must be familiar with the store layout. - Must be able to operate hand equipment or industrial truck.	- May need a license to drive an industrial truck.

TRAINING PLAN (157)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Teacher's Aide

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Discusses classroom procedures with the teacher to coordinate instructional efforts and management techniques		1 2 3	
		1 2 3	
2. Follows a prepared outline and/or plan in an assigned area or with an individual student		1 2 3	
		1 2 3	
3. Gathers the necessary instructional materials for a given activity		1 2 3	
4. Prepares various teaching aides		1 2 3	
5. Provides reinforcement exercises for students in need of them		1 2 3	
6. Grades papers and examinations		1 2 3	
7. Assists students with lesson assignments		1 2 3	
8. Maintains discipline		1 2 3	
9. May supervise playground activities and/or the lunchroom during noontime		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Teacher's Aide

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Discusses classroom procedures with the teacher to coordinate instructional efforts and management techniques	- Efforts and techniques are consistent	- Must have ability to effectively communicate with others - Must be familiar with basic instructional methods and management techniques	- Basic communication skills
2. Follows a prepared outline and/or plan in an assigned area or with an individual student	- Students must be able to comprehend and follow instruction	- Must be able to read and follow an outline or plan - Must be able to communicate with the student(s)	- Basic reading skills
3. Gathers the necessary instructional materials for a given activity	- All materials are in order prior to the start of an activity or instructional session	- Familiarity with the room and where materials are stored is required - Knowledge of which materials are needed for each specified activity	
4. Prepares various teaching aides	- To teacher's specification and satisfaction	- Must be able to follow teacher's instructions as to what type of aide is needed	- Creativity would be helpful
5. Provides reinforcement exercises for students in need of them	- Exercises are age and ability level appropriate	- Knowledge of the student's level of ability and style of learning is essential - Must be able to effectively communicate with the student	- General understanding of child development - Communication skills - Creativity may be helpful
6. Grades paper and examinations	- Consistency and accuracy	- Must be able to use an answer key to consistently and accurately evaluate right and wrong answers	- Basic reading skills
7. Assists students with lesson assignments	- Student's work is completed on time and satisfactorily represents his/her level of understanding	- Understanding of the assignment and of the content subject area is necessary - Must be able to communicate with the student	- Basic reading skills - Communication skills

SKILL TRAINER _____ SPECIFIC OCCUPATION Teacher's Aide, (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
8. Maintains discipline	- Classroom should be orderly and under control	- Positive discipline techniques need to be used so as to build self esteem in each child - Knowledge of classroom rules and regulations	- Awareness of mental and physical abuse regulations
9. May supervise playground activities and/or the lunchroom during noontime	- Proper behavior displayed	- Knowledge of school rules and regulations	- Awareness of mental and physical abuse regulations

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TRAINING PLAN

(160)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Waitress/Waiter (Informal)

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Presents name, answers questions, and makes suggestions regarding food & service		1 2 3	
2. Writes or memorizes the order		1 2 3	
3. Relays order to the kitchen		1 2 3	
4. May serve alcoholic drinks to patrons in restaurants that have a bar		1 2 3	
5. Garnishes and decorates each course before serving		1 2 3	
6. Serves the courses from the kitchen and service bars		1 2 3	
7. May ladle soup, toss salads, portion pies and desserts, brew coffee, etc.		1 2 3	
8. May carve meats, bone fish and fowl, prepare flaming dishes and desserts at the		1 2 3	
diner's table		1 2 3	
9. Observes diners to fulfill any additional requests & to remove dishes as they are		1 2 3	
no longer needed.		1 2 3	
10. Totals bill and may be expected to handle payment		1 2 3	
11. May clear and reset counters or tables after the diner's leave in preparation		1 2 3	
for another group		1 2 3	
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		1 2 3	
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		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Waitress/Waiter (Informal)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Presents menu, answers questions, and makes suggestions regarding food and service	- To diner's satisfaction	- Must be familiar with the menu and prices - Constantly monitor what food is available	- Basic communication skills
2. Writes or memorizes the order	- Order is correct	- Must be able to listen and write down or remember what is ordered	- Good listening skills
3. Relays order to the kitchen	- To Cook's understanding	- Must be able to accurately communicate the order to the kitchen	- Good communication skills
4. May serve alcoholic drinks to patrons in restaurants that have a bar	- To diner's specification	- Must be able to take an order, relay it to the bartender, and serve the patron promptly	- Communication skills
5. Garnishes and decorates each course before serving	- Must have eye appeal	- Knowledge of how to garnish different dishes	
6. Serves the courses from the kitchen and service bars	- To diner's satisfaction	- Must know when an order is ready to be served and do so promptly - Keep service bars supplies - Must know the proper procedure for serving	
7. May ladle soup, toss salads, portion pies and desserts, brew coffee, etc.	- To diner's satisfaction	- Must be able to keep food hot/cold, fresh, etc., while serving - Must know the proper procedure for serving	
8. May carve meats, bone fish and fowl, prepare flaming dishes and desserts at the diner's table	- To diner's satisfaction	- Must know the proper procedure for carving meat and boning fish and fowl - Must be able to safely prepare flaming dishes and desserts - Must know recipe's	

SKILL TRAINER _____ SPECIFIC OCCUPATION Waitress/Waiter (Informal) cont.

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
9. Observes diners to fulfill any additional requests and to remove dishes as they are no longer needed	- Promptness	- Constant monitoring of the table is essential - Know proper procedure for removing dishes - Must be able to pleasantly handle complaints	- Communication skills
10. Totals bill and may be expected to handle payment	- Accurate addition and making of change	- Must be able to add columns accurately - Must know the prices of all items ordered - Must know the value of all coins and bills and be able to make change	- Basic math skills
11. May clear and reset counters or tables after the diners leave in preparation for another group	- Must be clean and utensils sterilized	- Remove all objects from the table - Wipe the table and then reset it with clean and sterilized utensils - Know general clean up and sanitizing procedures - Knowledge of how to use cleaning solutions, etc. - Know health regulations	

TRAINING PLAN

(163)

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Wastewater Treatment Plant Operator

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage.		1 2 3	
2. Observes variations in operating conditions		1 2 3	
3. Interprets meter and gage readings.		1 2 3	
4. Tests results to determine load requirements.		1 2 3	
5. Starts, stops, and services pumps, engines, and generates to control flow of raw sewage through filtering, setting, aeration, and sludge digestion processes.		1 2 3	
		1 2 3	
6. Maintains a log of operations and records meter and gage readings.		1 2 3	
7. May give directions to other workers in performing routine operations and maintenance.		1 2 3	
8. May collect sewage sample, using dipper or bottle and conduct laboratory tests.		1 2 3	
9. May operate and maintain power generating equipment to provide steam and electricity for the plant.		1 2 3	
		1 2 3	
		1 2 3	
		1 2 3	

*COMPETENCY LEVEL: PLEASE CIRCLE -
1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

_____ WORK EXPERIENCE INSTRUCTOR

_____ TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Wastewater Treatment Plant Operator

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage.	- Flow of sewage is right at all times	- Must be able to take flow readings. - Ability to monitor control panel and make the necessary adjustments.	
2. Observes variations in operating conditions.	- Irregularities are detected and remediated without malfunction.	- Must know how all of the equipment operates and be able to detect weaknesses.	- May require a mechanical background
3. Interprets meter and gage readings.	- Accuracy is a must	- Ability to accurately read and interpret information obtained from meters and gages.	
4. Tests results to determine load requirements.	- Loads do not exceed limit requirements	- Must be familiar with governmental regulations regarding load requirements.	- Must remain up-to-date on governmental regulations
5. Starts, stops and services pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes.	- Raw sewage flows smoothly	- Must be able to service all pumps, engines and generators. - Must be able to do oil changes on a regular basis to prevent unnecessary malfunctions.	- Requires a mechanical background
6. Maintains a log of operations and records meter and gage readings.	- Legibility and accuracy is a must	- Must be able to read and accurately record meter and gage readings on a log. - Must be legible. - Need to document flow in and out daily.	- Legible handwriting
7. May give directions to other workers in performing routine operations and maintenance.	- Workers are informed and understand their assigned tasks	- Must be familiar with worker's schedules and have knowledge of their areas of expertise. - Need to be able to determine what needs to be done.	- May require leadership skills

(164)

SKILL TRAINER _____ SPECIFIC OCCUPATION Wastewater Treatment Plant Operator (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
8. May collect sewage sample using dipper or bottle and conduct laboratory tests.	- Accuracy is a must	- May need to know how to use testing equipment such as a colorimeter.	- General chemistry and microbiology knowledge
9. May operate and maintain power generating equipment to provide steam and electricity for the plant.	- Continuous supply of steam and electricity to the plant	- Must know how to operate and service all of the power generating equipment.	- May require a mechanical background
10. Must obtain a state license.	- One of four licenses	- Must be able to read and have the necessary work experience for each of the four levels of licensing.	- Basic reading skills

TRAINING PLAN

STUDENT NAME _____ SCHOOL _____

TRAINING DATES _____ TO _____
(Beginning) (Ending)

OCCUPATIONAL JOB TITLE Welder Helper

Skills To Be Mastered	Date of Completion	*Competency Level	Remarks
1. Moves work pieces, tools, and supplies, manually or by hand truck.		1 2 3	
2. Lifts, moves and holds or clamps work pieces to table, into jigs, or into position as directed, manually or by using		1 2 3	
hoist, pry bars, wrenches, hammer and wedges.		1 2 3	
3. Cleans work pieces to remove impurities, such as slag, rust, and grease, using wire brush, portable grinder, handscrapper, or		1 2 3	
chemical solutions.		1 2 3	
4. Connects hoses from hand torch to oxygen and fuel gas cylinders or connects cables from power source to electrode holder and		1 2 3	
workpiece or fixture.		1 2 3	
5. Starts gasoline engine to activate electric generators.		1 2 3	
6. Places work pieces into furnace to preheat for specified time.		1 2 3	
7. Removes tags, marks and moves finished work.		1 2 3	
8. May attach grappling equipment to objects preparatory to movement by crane.		1 2 3	
		1 2 3	
		1 2 3	

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1 = EXCELLENT
2 = GOOD
3 = ACCEPTABLE

WORK EXPERIENCE INSTRUCTOR

TRAINING SPONSOR

SKILL TRAINER _____ SPECIFIC OCCUPATION Welder Helper

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
1. Moves work pieces, tools, and supplies manually or by hand truck.	- Work pieces, tools, and supplies are in the right place at the right time.	- Must know where work pieces, tools, and supplies are located and when they will be needed. - May need to be able to operate a hand truck.	- May require physical strength.
2. Lifts, moves and holds or clamps work pieces to table into jigs or into position as directed, manually or by using hoist, pry bars, wrenches, hammer, and wedges.	- Necessary work pieces are set up and readily available when needed.	- Must be able to follow directions. - Knowledge of how and when to use a hoist, pry bars, wrenches, hammer, and wedges. - Knowledge of correct positions and use for each work piece.	- May require physical strength.
3. Clean work pieces to remove impurities such as slag, rust, and grease, using wire brush, portable grinders, hand scrapper, or chemical solutions.	- Work pieces are free from impurities.	- Must know when and how to use a wire brush, a portable grinder, and/or a hand scrapper. - Ability to read and follow manufacturer's directions when mixing chemical solutions. - May need to be able to measure amount when mixing chemical solutions.	- Basic reading measurement skills.
4. Connects hoses from hand torch to oxygen and fuel gas cylinders or connects cables from power source to electrode holder and work piece or fixture.	- Hoses and cables are correctly and safely connected.	- Knowledge of how to correctly and safely connect hoses and cables. - Understands the danger in working with oxygen and fuel gas cylinders.	- Does not take risks when working with oxygen and fuel gas cylinders.
5. Starts gasoline engine to activate electric generators.	- Gasoline engines provide the necessary power to actuate the electric generators.	- Knowledge of how to operate a gasoline engine.	- May require some mechanical knowledge.

SKILL TRAINER _____ SPECIFIC OCCUPATION Welder Helper (cont.)

DOING		KNOWING	
COMPETENCY TASKS	PERFORMANCE STANDARDS	KNOWLEDGE NECESSARY FOR STUDENT TO MASTER THE TASK	BASIC INFORMATION
6. Places work pieces into furnace to preheat for specified time.	- Work pieces are adequately preheated.	- Knows where the furnace is located. - Ability to read and follow instructions as to amount of time a work piece needs in the furnace to be preheated.	- Basic reading skills
7. Removes, tags, marks, and moves finished work.	- Finished work located in the proper place and is free from tags and/or marks.	- Knows how and when to remove tags and marks. - Knowledge of correct location of finished work.	- May require physical strength.
8. May attach grappling equipment to objects in preparation for movement by a crane.	- Grappling equipment is correctly attached to objects prior to being moved by a crane.	- Must know how to attach grappling equipment. - Knowledge of which objects are scheduled to be moved by a crane.	- May require physical strength and a mechanical background.